

**Linn Benton Lincoln  
Education Service District**

Code: **GCKC/GDKC**  
Adopted: 11/8/96  
Readopted: 10/10/07

**Emergency, Disaster and Inclement Weather Conditions**

ESD employees are required to report for duty on all approved calendar days if conditions permit.

If, in an employee's judgment, road or other conditions are so hazardous that the employee cannot report for work or will be unreasonably late or will require early departure, the employee is to notify his/her immediate supervisor and/or respective building administrator on a timely basis. Approved absence will be charged against the employee's emergency leave account, if applicable.

When the superintendent and/or his/her representative announces that conditions are so hazardous that none of the teaching and/or support staff should report for work and/or should leave work site early, all staff will be so notified by the ESD's mass media program (particularly by telephone, TV, radio stations and/or building-level announcement). Absence on district-authorized closure days **will not** be charged against the employee's emergency leave days; however, make-up days may be scheduled at an appropriate time (winter and/or spring breaks and/or at the end of the school year) without additional pay. Saturdays or Sundays will not be used as make-up days.

It is understood that there will be days when component school districts conclude it is not practical to have students in attendance; however, this does not constitute a hazardous condition itself. Examples would be high water, ice or snow days, a day when part of a district is without electrical power, heat, or water or a day when a particular cafeteria system is not able to operate.

When practical, all ESD staff members are expected to report to work on those days as they provide excellent opportunities for instructional preparation, staff meetings, in-services and workshops. ESD directors and coordinators shall have an established plan of action documented and on file to implement on such days.

Instructional staff assigned to component districts on a regular basis will, unless otherwise advised, report to their schools if the school staff is required to report. If the district is closed and the teaching staff is not required to report, ESD staff members will report to the ESD if it is open and if conditions permit.

Unapproved absences from work will constitute reason for loss of pay.

The ESD's *Emergency Disaster and Inclement Weather Handbook* shall be available to all employees. Department directors are responsible for reviewing the handbook's contents with staff on an ongoing, planned basis.

END OF POLICY

---

**Legal Reference(s):**

[ORS 336.071](#)

[ORS 479.140](#)

[OAR 437-002-0180 to -0182](#)

[OAR 581-024-0275](#)