



**DATE:** November 09, 2022

**TO:** Classified Staff

**FROM:** Saideh Haghighi, Human Resources Director

**C:** Administrators  
Office Managers

**RE:** Inclement Weather Procedures for Classified Staff

The procedures provided below are based on Hillsboro School District Board Policy EBCD: Emergency School Closures, EBCD-AR: Procedures for School Closures or Delayed Opening and Article 25 of the Classified/Management Agreement.

**Essential Employees:**

"Essential" employees shall be identified by the Superintendent or their Designee, by September 30th each school year. Employees identified as essential may be required to report to work on days defined under Emergency Closure, School Closure and Delayed Start. This list shall be provided to the Union no later than October 5th.

[2022-23 Classified Essential Employee List](#)

**Emergency Closure (individual schools):**

In the event of a school closure due to emergency circumstances, employees may be required to work their scheduled shift at another work site and will suffer no loss of pay or benefits.

**School Closure (all schools):**

In the event all schools are closed, but District offices and departments are open, employees shall not be required to report to work with the exception of essential employees officially identified as noted above.

- Less than twelve-month employees not required to report on the school closure day(s) shall work their regularly scheduled shift on days identified as student make-up days without additional pay.
- If no make-up days are scheduled, or make-up days are scheduled as non-student make-up days, less than twelve-month employees can attend any available training, or use accrued personal leave, leave without pay or work with their supervisor to make up the time by June 30th of that year.

- Twelve-month employees not defined as essential and who do not report to work can use accrued personal leave, vacation leave, leave without pay or work with their supervisor to make up the time by June 30th of that year.

### **District Closure:**

Whenever the District closes all schools, programs and departments due to inclement weather or emergencies, employee attendance, with the exception of essential employees officially identified as noted above, shall not be required and no loss of any pay or benefits will result for any employee.

- Less than twelve-month employees shall work their regularly scheduled shift on days identified as student make up days without additional pay.
- If no make-up days are scheduled, or make-up days are scheduled as non-student make up days, less than twelve-month employees can attend any available training, or use accrued personal leave, leave without pay or work with their supervisor to make up the time by June 30th of that year.
- Twelve-month essential employees - If unsafe to travel and an employee is unable to report to work, the following options are available:
  - Use accrued personal leave, vacation leave, leave without pay or work with their supervisor to make up the time by June 30th of that year.
- Twelve-month employees called in to work during a District closure - In the event an emergency arises that requires immediate attention from employees qualified to perform that work, they shall be paid the overtime rate for no less than 4 hours.

### **Delayed Start/Early Dismissal:**

- When school openings are delayed, the expectation is for employees to begin their workday as close to their normal start time as possible, consistent with safety.
- Employees will be paid their regular hours for days when there is a delayed opening or early dismissal.
- If school is subsequently canceled, employees shall suffer no loss of pay or benefits. If School Closure is announced, refer to the procedures in "School Closure" above. If a District closure is announced refer to "District Closure" above.

Pre-arranged extended absences, such as OFLA/FMLA protected parental leaves and medical leaves will be deducted.

**It is the employee's responsibility to notify their office manager to ensure the Substitute System is updated.**

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