



DATE: November 21, 2023

TO: Administrators and Supervisory Technical Staff

FROM: Kona Lew-Williams, District Human Resources Officer

RE: Inclement Weather Procedures for Administrators and Super-Techs

The procedures provided below are based on Hillsboro School District Board Policy EBCD: Emergency School Closures and EBCD-AR: Procedures for School Closures or Delayed Opening and Article III in the Administrative and Supervisory Technical Specialist Memorandums of Agreement.

Essential Employees:

- As directed by their supervisor, Super/Tech essential employees may be required to report to work on days defined under Emergency Closure, School Closure and Delayed Start.

School Closure:

- The expectation is that you arrive at the work site as soon as it is safe to do so. In the event that it is necessary to arrive late, the expectation is that the supervisor is notified.
- If an employee has prearranged vacation, sick, LWOP, family illness, bereavement, or personal leave on a day that schools are closed due to inclement weather, the leave will be deducted.

District Closure:

- If the entire District is closed by the Superintendent, employees represented here may work remotely as directed by their supervisor. No employees are to physically report to work, except for emergency situations as determined by the District.
- Employees will be paid for their regular work hours. Regardless of whether the canceled days or hours are later rescheduled, all Administrative and Super/Tech employees will be required to make up the time without additional compensation if they did not work remotely during the closure. Make up time will be completed in an hour by hour calculation for salaried employees.
- If an employee has prearranged vacation, sick, LWOP, family illness, bereavement, or personal leave on a day that schools are closed due to inclement weather, the leave may not be deducted if the supervisor approved working remotely during District closure.
- 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 that the Substitute System is updated.**

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