

# Human Resources Guidelines

2022-23 School Year

## School Closure or Weather Delays and Work Days

All employees are encouraged to subscribe to [BLConnect](#), which is Bend-La Pine Schools' text notification system, to ensure timely and accurate notification of school closures and delays.

MEDIA MESSAGE	SCHOOL/DEPARTMENT IMPLICATION
School Closure	<ul style="list-style-type: none"> <li>➤ <b>School administrators, Supervisors, Confidential and Classified Employees with work calendars of 207 days or more:</b> These employees are expected to report to work as close to regular report times as possible. If they are unable to report they need to report their absence on the absentee report form. If eligible, they may use personal leave or non-contract time to cover the absences, or may be approved to reschedule the hours missed with their immediate supervisor.</li>   <li>➤ <b>Teachers:</b> Employees covered by the collective bargaining agreement with the Bend Education Association do not report to work on weather closure days. Those employees who may have arrived at work will be excused from duty. The school day may be rescheduled at the discretion of the Superintendent.</li>   <li>➤ <b>Less than 207 Day Classified Employees:</b> Classified employees scheduled to work less than 207 days are generally scheduled to work on days that parallel when students and staff are on the job, therefore, they DO NOT report to work on weather closure days and they will not receive a wage deduction. If the employee has already reported to work and failed to receive the closure notice, they will be excused for the remainder of the day, but will not receive additional compensation. Employees shall be required to work scheduled student contact make-up day(s) with no expectation of additional compensation. *</li> </ul>
Delayed Start to School	<p>All employees are expected to report to work as close to their regular report time as safely possible. If the program or assignment they normally are responsible for has been changed due to the late start, their immediate administrative supervisor may request them to perform other duties to assist the school or department. In the case of late starts, no employee whose work hours are affected by the delay will receive a salary deduction and the hours will not be rescheduled at a later time. Employees that are unable or choose to not report to work on a delayed start day must report their absence to their supervisor and on the absentee report form. If eligible, they may use personal leave to cover the absence.</p>

*\*Special rules apply for transportation and nutrition employees who are paid on a positive time sheet. Please see your direct supervisor for guidance.*