

Emergency Closure Guidelines

District Sites That Do Not Follow Component District Schedules:

The superintendent shall determine when conditions warrant a two-hour delayed opening, early closure or full-day closure of the district sites. MESD sites will follow component district schedules. Ainsworth and the Warehouse will remain open unless all districts are closed.

Information will be communicated in the following manner:

- PDXinfo.net
- Radio/television
- A message will be recorded on the main switchboard (503-255-1841)
- The superintendent will also implement the telephone network system. Use of the telephone network system within the department/program would be determined by the respective Cabinet members.

MESD Sites Located In Component Districts

MESD operated schools will follow the closure guidelines of the school district in which they are located:

<u>MESD Program</u>	<u>School District</u>
Alpha School	Gresham Barlow School District
Arata Creek School	Reynolds School District
Donald E. Long School	Portland Public Schools
Helensview High School	Parkrose School District
MECP – East (Thompson Site)	Parkrose School District
MECP - West (Edwards Site)	Portland Public Schools
Pathways School	Gresham Barlow School District
Wynne Watts School	Reynolds School District

MESD Classes Located in Component District Facilities

MESD staff assigned to component districts facilities that have delayed openings, early closures or full-day closures, will be governed by the action of the component district to which they are assigned, regardless of the decision made concerning the MESD district office. Only staff who are permanently assigned to MESD sites in component districts shall be governed by that district's delayed opening and closing. Long term temporary employees who have been hired to replace a regular employee or long-term one-on-one employees who have been hired for a specific period of time and for whom a work calendar has been developed, shall be eligible for paid emergency closure leave for any workday that appears on his/her work calendar.

Late Opening

When MESD late opening is announced, staff should make a good faith effort to report two hours later than regularly scheduled (even if this is before the "late opening" time). If this is not possible, the employee should call their supervisor. Employees, who cannot complete their schedule on a day of late opening, may use comp time, unpaid leave, vacation, floating holiday or if ill, sick leave (if available). If an employee's situation necessitates an appropriate use of emergency personal business, personal business may also be used. MESDEA members, Supervisors and part-year AFSCME members may also mutually agree with their supervisors to revise the work calendar to change the emergency closure day from a workday to: 1) a nonpaid vacation day for MESDEA members; 2) a non-contracted day for supervisors; or 3) a nonwork day for AFSCME members, and reschedule the workday to another date. However, please note that extended closures due to

emergencies may result in a modification of an employee's work calendar if determined necessary by the district.

Leave Usage and How to Record

Leave Usage:

Sick Leave	if an employee was on <u>scheduled sick leave</u> on the day of the emergency closure, Emergency Closure <u>may</u> be recorded on the timesheet
Vacation Day/ Floating Holiday	if an employee was on scheduled vacation/floating holiday on the day of the emergency closure, Emergency Closure <u>may</u> be recorded on the timesheet.

For all other kinds of leave (personal business, family illness, bereavement, professional visitation, court/jury duty, etc.) leave taken should be recorded on the timesheet. If an employee wishes to change these leaves after the fact due to an emergency closure, they must provide proof that the reason for the requested leave no longer existed and they would have otherwise worked on that date.

Timesheet On-Line Users:

Those employees who would have worked on the closure day should show **Emergency Closure** on their timesheet.

SubFinder Users:

Those employees who would have worked on the closure day must call or login to SubFinder as **Emergency Closure** with "No Sub Required" for the day of emergency closure.