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**[admin\_super] Information-Classified Staff and Delayed Start Days****From :** hr@4j.lane.edu

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**Sender :** admin\_super <admin\_super-bounces@4j.lane.edu>**Subject :** [admin\_super] Information-Classified Staff and Delayed Start Days**To :** admin super <admin\_super@4j.lane.edu>

Greetings,

I hope you all had an opportunity for rest and relaxation during winter break.

Last month HR received requests from employees, supervisors, and OSEA for information and clarification regarding delayed start days and the potential impact on classified staff. Fingers crossed we don't experience further delayed starts due to weather, but just in case, please retain the information below.

Given our district's size, varied terrain, and the distance away from work sites that staff live, whatever decision the district makes regarding school/work may not be perfect for everyone. If an employee is required to work and believes they cannot safely report, they should notify their supervisor and use the leave provisions outlined in their collective bargaining agreement.

**When there is a delayed start** (e.g. "2-hour delay"):

- All Classified staff should report to work as soon as they can do so safely.
- School-based classified staff should report to work as soon as they can safely and in time to perform assigned duties. This should be no later than 2 hours after their regular reporting time.
- Missed work time can be made up during the workweek in accordance with trade time provisions in the collective bargaining agreement (Article 11.3). If an employee is unable to or is not interested in making up the missed work time during the week, they may use available comp time and/or personal time, if eligible.
- Staff are not be permitted to use paid sick time to make up for time missed from work due to the weather.
- Employees and administrators/supervisors should work collaboratively to resolve questions and concerns.
- Human Resources is available if administrators or supervisors have any follow-up questions.

Be well. Happy New Year.

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