

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.8011.3

Employee Assignments During Emergency

Closure

General

In the event of an emergency that requires closure of a school building, group of schools, or the entire district, the Superintendent or designee is authorized to continue to pay employees who are not able to physically report for duty as a result of the ongoing emergency.

Employees shall work as directed by the Superintendent or designee, whether that is by physical appearance at work or teleworking.

CUSTODIAL STAFF

During school district closures related to an emergency, custodial staff, including ten-and eleven-month employees, may be required to report to their assigned buildings for work unless approved for leave or directed otherwise by their supervisor. Building assignments may fluctuate to meet the needs of the district.

FOOD SERVICE WORKERS

During school district closures related to an emergency, certain food service workers may be required to report to an assigned location. Assigned locations may vary to meet changing needs of the district.

LEAVE REQUESTS

If an employee has exhausted his/her leave, the employee shall obtain approval from their building/department supervisor before being allowed to take any specially approved paid leave during an emergency closure.

Failure to report without approved leave will result in disciplinary measures up to and including termination.