



ADMINISTRATIVE PROCEDURE

EMPLOYEE ATTENDANCE DURING INCLEMENT WEATHER AND OTHER EMERGENCY CONDITIONS

2565.1

Procedure No.

January 1, 2006

Date

- I. **PURPOSE:** To provide guidelines and procedures governing employee attendance during inclement weather and other emergency conditions.
- II. **BACKGROUND:** Certain conditions, most commonly caused by inclement weather or other local emergencies, may require the Chief Executive Officer to open schools late, dismiss schools and/or offices early, or close schools and/or offices for the entire day. Nonetheless, it will be general practice of Prince George's County Public Schools to maintain office and shop operations to the maximum extent possible, even when schools are closed for pupils.
- III. **PROCEDURES:** When it becomes necessary to cancel the opening of schools and/or Central and Regional Offices, or close early due to either inclement weather or other emergency, the following information will apply for all employee groups, respectively.
 - A. When schools are closed due to inclement weather, the following announcement will be made to area radio and television stations:

"Prince George's County Public Schools are closed. A Code ___ is in effect for all employees."

 1. **Code Green** – Schools are closed. All 12-month employees are to report on time.
 2. **Code Blue** – Schools are closed. Central and Regional Offices will open two hours late. All 12-month personnel are expected to report. A Liberal Leave policy will be in effect for non-emergency personnel. Liberal Leave means that employees may elect to use annual leave, or leave without pay if no annual leave balance is available, without advance approval from their leave granting authority. However, employees electing to use Liberal Leave must notify their leave granting authority that they intend to do so for that day. EMERGENCY PERSONNEL must report to work on time and are not eligible for Liberal Leave.
 3. **Code Yellow** – Schools are closed. All Offices are closed. EMERGENCY PERSONNEL only must report to work.
 4. **Code Red** – The school system is closed for all personnel.
 - B. Emergency Personnel

When schools, Central, and Regional Offices are closed because of severe weather or other emergency conditions, only EMERGENCY PERSONNEL are required to report as usual. The determination of who is expected to work in such cases shall be made by the appropriate Chief Administrator, Regional Assistant Superintendent, or department head. Names of those individuals required to report on such days will be listed on an EMERGENCY PERSONNEL list maintained in the office of each Chief Administrator, Regional Assistant Superintendent or department head. All employees designated as EMERGENCY PERSONNEL shall be notified in advance in writing.



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C. School-Based Personnel

1. Ten- and Eleven-Month Employees

- a. **When schools do not open:** Normally, when school is cancelled prior to the time of scheduled opening, all ten- and eleven-month school-based employees will be given credit for a day of work which will not have to be made up unless students are required to make up the day. This includes personnel who are on authorized leave. In the event schools are not opened due to inclement weather or other emergency and additional student days must be scheduled, such days will be counted as part of the regular work year of ten- and eleven-month personnel. There will be no additional pay for these make-up days.
- b. **When schools open but close early:** On days when the schools open but are dismissed early, those ten- and eleven-month employees who reported to work will be given credit for a day of work and will be dismissed by the principal or other appropriate official in accordance with the need for their services. Employees who do not report for work on a day when schools close early will not be given credit for a day of work. Employees on previously approved leave will be charged for a day of leave when schools are closed early.

2. Twelve-Month Employees

School-based professional and supporting employees, including secretaries and custodial personnel are required to work in accordance with their regular work schedule when schools are closed because of inclement weather or other emergency and the Central and Regional Offices remain open. When a twelve-month emergency employee works on a day when Central and Regional Offices are closed, he/she shall be granted compensatory time off. Twelve-month personnel on authorized leave when the Central or Regional Offices do not open will be given credit for a day of work. Personnel on previously approved leave will be charged for a day of leave when the Central and Regional Offices close early.

D. Non School-Based Personnel

1. **When schools close, but Central and Regional Offices remain open:** On days when schools do not open due to inclement weather or other emergency but Central and Regional Offices are open, all twelve-month non-school-based personnel are expected to work regular schedules. If Code Blue is in effect, a Liberal Leave policy will apply for non-emergency personnel only and offices will open two hours late.



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2. **When Central and Regional Offices do not open:** When Central and Regional Offices are not opened on a regularly scheduled work day because of inclement weather or other emergency, non school-based personnel, including those on authorized leave with pay, will be given credit for a day of work and will not be required to report to work, except those individuals who are designated as EMERGENCY PERSONNEL and required to report to their job responsibilities. Such individuals required to work will be given compensatory time off by the appropriate supervisor.

Offices that are to be staffed to perform emergency functions on a day when Central and Regional Offices are closed are: (1) Communications, (2) Security Office, (3) Plant Operations, (4) Maintenance Department, and (5) other offices as required.

3. **When Central and Regional Offices close early:** When Central and Regional Offices are closed after the regular work day has begun because of inclement weather or other emergency, those individuals who have reported for work will be given credit for a day of work and will be released in accordance with the need for their services. Personnel required to remain on duty after the closing of the Central and Regional Offices and after other employees have been released will be given compensatory time off for the amount of time retained. Personnel who do not report for work on a day when the Central and Regional Offices are closed early will not be given credit for a day of work and will be charged a day of leave or time off without pay. Employees on previously approved leave will be charged for a day of leave when Central and Regional Offices are closed early.

- IV. **RELATED PROCEDURES:** Administrative Procedure 2565, Notification of School Hour Schedules, dated December 1, 2002.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure will be reviewed periodically by the Chief Administrator for Supporting Services and changes will be made as necessary.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2565.1, dated December 1, 2002.
- VII. **EFFECTIVE DATE:** January 1, 2006.

Approved by:
Howard A. Burnett
Interim Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11