



PERSONNEL: General

Emergency Closings – Employee Attendance

I. Purpose

To establish guidelines for employee attendance when the Superintendent has determined that schools, offices, or the school system must be closed due to adverse weather conditions or any emergency.

II. Definitions

- A. *Essential Personnel* – Employees who are required to work when schools and/or offices are closed during adverse weather conditions or any other emergency.
- B. *Essential-As-Needed Personnel* – Employees who are required to work when schools and/or offices are closed during adverse weather conditions or any other emergency when contacted and directed to do so.
- C. *Unscheduled Leave* – Urgent personal business leave, vacation leave, compensatory time, or floating holiday for absences related to the closure of schools and/or offices because of adverse weather conditions or any other emergency.

III. Responsibilities

- A. The Department of Human Resources will include the designation of “essential” or “essential-as-needed” in each job description where such designation is necessary.
- B. The Department of Human Resources, in consultation with department heads, shall annually determine, assign, and notify in writing those employees who have been designated as essential personnel or essential-as-needed personnel.
- C. Employees are required to report to or remain at their assigned work site as outlined in this Rule, the applicable collective bargaining agreement, or as directed by their immediate supervisor or designated administrator.

III. Guidelines

A. Announcements

1. All school or systemwide closing announcements will be:
 - a. Posted on the school system's Web page
 - b. Placed on the school system's information telephone line (410-887-5555) and the BCPS Education Channel
 - c. Provided to local radio and television stations
2. Use of a systemwide Connect-Ed message may be generated, as determined by the Superintendent.

B. Any change in the office schedule due to weather or other emergency will be announced as outlined in Paragraph A above.

1. If no specific announcement is made regarding offices, they will operate on the normal schedule.

IV. Reporting Procedures

A. When all schools are closed and offices are open:

1. The following employee groups shall report to work on their normal schedule:
 - a. Essential personnel
 - b. 10-month essential-as-needed personnel, when directed to do so
 - c. All 12-month employees

B. When all schools and offices are closed:

1. The following employee groups shall report to work on their normal schedule:
 - a. Essential personnel
 - b. Essential-as-needed personnel, when directed to do so

C. When all schools are on a delayed opening schedule and offices are open:

1. The following employee groups shall report to work on their normal schedule:
 - a. Essential personnel
 - b. 10-month essential-as-needed personnel, when directed to do so
 - c. 10-month school-based food service employees
 - d. All 12-month employees

2. All 10-month employees not identified in paragraph C(1) above shall report to work prior to the delayed opening of school in accordance with the delayed opening reporting times outlined in their respective collective bargaining agreements.
- D. When all schools are closed and offices are on a delayed opening schedule:
1. The following employee groups shall report to work on their normal schedule:
 - a. Essential personnel
 - b. Essential-as-needed personnel, when directed to do so
 2. The following employee groups are expected to report to work on the delayed opening schedule:
 - a. All 12-month employees not identified in paragraph D(1) above
- E. When all schools are dismissed early:
1. The following employee groups are expected to work their normal schedule:
 - a. Essential personnel
 - b. 10-month essential-as-needed personnel, when directed to do so
 - c. All 10-month school-based food service employees.
 - d. All 10-month office professionals
 - e. All 12-month employees, not identified in paragraph E(1) above, unless the Superintendent authorizes the early dismissal of offices
 2. All 10-month employees not identified in paragraph E(1) above may leave in accordance with the early dismissal times as outlined in their respective collective bargaining agreements.
- V. Notification of Absence
- A. Employees shall notify their immediate supervisor or their designated administrator prior to, but no later than, the employee's regularly scheduled reporting time if electing to use unscheduled leave.
- B. Essential and Essential-As-Needed Personnel
1. If conditions make it impossible for essential or essential-as-needed personnel to report to work on their normal schedule due to adverse weather conditions or other emergencies, the employee must contact

his/her immediate supervisor or designated administrator who may approve the absence and the use of leave.

2. If the supervisor or designated administrator does not approve the absence, the employee is expected to report to work and the use of unscheduled leave will not be authorized.

VI. Use of Unscheduled Leave

- A. When schools and offices are closed or delayed, eligible employees may use unscheduled leave as follows:
 1. The employee must report his/her absence to his/her immediate supervisor or designated administrator prior to, but not later than, the employee's regularly scheduled reporting time.
- B. Essential and essential-as-needed personnel, when directed to report to work, are not eligible for unscheduled leave and may not be absent without the approval of their immediate supervisor or designated administrator.
- C. If an employee's leave balance is not sufficient to cover unscheduled leave, the employee's absence may be charged as time off without pay.

VII. Compliance

Employees who fail to comply with the reporting procedures required by this Rule may be subject to disciplinary action, loss of pay, or both.

VIII. Exceptions

The Superintendent shall have the right to make exceptions to this Rule as deemed appropriate and in the best interest of the school system.

Related Policies: Board of Education Policy 4100, *Employee Conduct and Responsibilities*
Board of Education Policy 4203, *Absences and Leaves*

Related Rule: Superintendent's Rule 6303, *Emergency Closures, Delays, and Cancellations*

Rule
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Superintendent of Schools