

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Reporting Times of Employees During Inclement Weather	
ADOPTION/EFFECTIVE DATE: Adopted: July 7, 1993 Reformatted: October 9, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Support Services Amendment:	

A. Purpose

To establish parameters to govern when faculty and staff are to report during inclement weather.

B. Policy Statement

Sometimes schools will open late, close early or be closed for an entire day. This policy seeks to establish a process for staff to use on those occasions.

C. Rationale

The Board of Education recognizes the fact that inclement weather and other weather-related emergencies can affect the school system's ability to open and the employee's ability to get to work. The safety of our employees is paramount in any emergency.

Fortunately, weather related emergencies and inclement weather days are infrequent.

D. Definitions

None

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E. Implementation Guidelines

1. WHEN SCHOOLS ARE CLOSED:

When schools are closed the following announcement will be made via radio and/or TV:

“Queen Anne’s County Schools are closed”

Ten or eleven month employees are not required to report to work.

Twelve month employees are required to report to work; however, liberal leave will be granted to employees not designated as emergency personnel.

Employees should request emergency or annual leave if they feel conditions are such that traveling to work would be unsafe. Employees may request emergency leave or annual leave rather than reporting to work by contacting their building administrator/department supervisor by 9:00 a.m. The building administrator/department supervisor must be contacted if the employee will not be able to report to work within ½ hour of his/her normal established starting time.

2. WHEN SCHOOLS AND THE CENTRAL OFFICE ARE CLOSED

In extreme conditions, the following announcement will be made via radio and/or TV:

“Queen Anne’s County Schools and Administrative offices are closed”

Ten or eleven month employees are not required to report to work.

Twelve month employees, except emergency personnel, are not required to report to work. Emergency personnel are to contact their building administrator/department supervisor for report times and duty assignments.

The following TV and radio stations will be monitored to determine if the information is being relayed correctly: WBAL Ch 11, WBAL, WCAO, WCEI, WDSD, and WLIF.

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If you have any questions about reporting to work after hearing the announcements, contact your building administrator/department supervisor. If you are unable to contact your building administrator/department supervisor you are to contact the Director of Human Resources at 410-758-2403, 1-800-336-7775 Ext. 118 or 410-758-3655.

3. WHEN SCHOOLS ARE OPENING LATE

On days of late openings due to inclement weather, employees shall report to work within ½ hour of their normal established starting time. The building administrator/department supervisor must be contacted if the employee will not be able to report to work within ½ hour of his/her normal established starting time. Employees with normal start times of 9:00 a.m. or later are to report at their normal start time.

4. WHEN SCHOOLS ARE BEING DISMISSED EARLY

On days of early dismissal due to inclement weather, employees shall be dismissed, by their building administrator, upon completion of their duties. Building administrators will ensure that their phones are attended until all bus drivers have contacted the school that they have completed their run. Employees with normal start times after 12:00 p.m. should contact their building administrator for their start and dismissal time.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy in 2017. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

None