

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries: Policy GAI/800.08**

**Responsible Office: CHIEF OPERATING OFFICER/DIVISION OF HUMAN  
RESOURCES/COMMUNICATIONS OFFICE**

### WORK DAYS - INCLEMENT WEATHER

#### A. PURPOSE

To establish procedures regarding the operations of schools, Central Office, and satellite offices during periods of inclement weather.

#### B. BACKGROUND

Schools, Central Office, and satellite offices adjust their schedules through delayed openings, early dismissals, and closures in order to ensure student and staff safety during inclement weather.

#### C. DEFINITIONS

1. ***Code Blue with Liberal Leave*** – all public schools in Anne Arundel County shall be closed for the day because of inclement conditions, but Central Office, satellite offices, and school offices are open. Eligible employees with annual leave are free to use such leave on this day without securing prior approval from their supervisors except as outlined within any applicable Negotiated Agreements.
2. ***Code Red*** - all public schools, Central Office, satellite offices, and school offices in Anne Arundel County shall be closed.

#### D. PROCEDURES

1. This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.
2. Employee Reporting

During Code Blue with Liberal Leave or Code Red closings, the following employees shall report to work on time or at the discretion of their supervisor:

- a. designated Facilities Division Unit III (AFSCME) employees; and
- b. designated 12-month Unit III (AFSCME) Bus Maintenance employees.

**3. Closings**

- a.** On a Code Blue with Liberal Leave day, the following employees do not report to work:
    - i. Unit I – 10-month employees (all 191-, 193, 195, 200, and 210-day employees)
    - ii. Unit II – 200- and 210-day employees
    - iii. Unit III – Food service workers (school-based only)
    - iv. Unit IV – 200-day school-based secretarial staff/employees do not report during the first two Code Blue with Liberal Leave days.
    - v. Unit V – 10-month employees (all 191- and 200-day employees)
  - b.** Employees shall follow the provisions of their applicable Negotiated Agreement and the annual memo issued by Central Office regarding work days and inclement weather for guidance regarding when they should report to work during inclement weather days.
  - c.** With the exception of designated Facilities Division Unit III employees on Code Blue with Liberal Leave days, all other employees who are eligible for and have not elected to take leave, shall report to their job assignments as soon as possible, but no later than within two (2) hours after the usual reporting time. Designated Facilities Division Unit III employees who do not report to work shall lose a day of pay.
  - d.** When Code Blue with Liberal Leave is in effect and the Central Office and satellite offices close at or before 12 p.m., employees who chose not to report for work shall be required to use one-half day of leave.
  - e.** When Code Blue with Liberal Leave is in effect and the Central and satellite offices close after 12 p.m., employees who chose not to report for work shall be required to use a full day of leave.
- 4.** Anne Arundel County Public Schools (AACPS) is not responsible for an employee's commute to and from work, or his/her decision to make his/her commute. Should an eligible employee (Facilities Division Unit III employees are not eligible employees) determine that driving conditions are such that he/she cannot safely report to work, the eligible employee shall:
- a.** notify his/her supervisor of the absence;
  - b.** use one day (or one half day) of annual leave (if the employee has an annual leave balance). This does not apply to designated Facilities Division Unit III employees, or

- c. lose one day (or half-day) pay (if the employee does not have an annual leave balance).

5. Change in School Hours

- a. When schools are delayed in opening:
  - i. Two (2) Hour Delay – In the event of a delayed school opening for emergencies, including inclement weather:
    - a) Unit I employees shall begin thirty (30) minutes before the revised school starting time.
    - b) Unit III (AFSCME) employee work requirements are as provided in the Negotiated Agreement.
    - c) All other full-time employees shall report to their job assignment sites as soon as possible, but no later than two (2) hours after the normal starting time for their specific work location.
    - d) Part-time employees:
      - i) Employees who regularly report to work in line with the normal start time for their work location are expected to report to work as soon as possible, but no later than two (2) hours after the normal start time for their location.
      - ii) Employees who are regularly scheduled to report to work two (2) or more hours after the regular start time for their work location are expected to arrive on time.
    - e) Bus Transportation services operate on a two-hour delayed schedule. This means:
      - i) AM sessions for Pre-Kindergarten, ECI, and Developmental Centers are canceled.
      - ii) PM sessions for Pre-Kindergarten, ECI, and Developmental Centers operate with regular hours.
      - iii) Arrival and departure times for CAT-S and CAT-N shall be included in the *Emergency Guidelines for Delayed Opening and Closing of Schools* memo.
    - f) All schools close at regular time.

- b.** When schools are dismissed early:
  - i. The workday for Unit I (TAAAC) employees shall end as soon as their responsibilities for student supervision are completed. Other Unit I employees shall be released by their principal or supervisor when their regular duties have been satisfactorily completed.
  - ii. Unit II (AEL) and other employees shall be released by their principal or supervisor when their regular duties have been satisfactorily completed.
  - iii. Unit III (AFSCME) employee work requirements are as provided in the Negotiated Agreement.
  - iv. School-based Unit IV (SAAAAC) employees may leave their worksites in line with the regular dismissal as affected by the early closing. For example, if a school-based Unit IV (SAAAAC) employee regularly leaves his/her worksite at 3:30 PM and schools are closed two (2) hours early, the Unit IV (SAAAAC) employee would be dismissed at 1:30 PM. Non-school based Unit IV employees shall be dismissed at the direction of the Deputy Superintendent or his/her designee.
  - v. Unit V employees shall be released by their principal or supervisor when their regular duties have been satisfactorily completed.
  - vi. Bus transportation services – Schools closing two (2) hours early means:
    - a) PM Pre-Kindergarten, ECI, and Developmental Center sessions are canceled.
    - b) AM Pre-Kindergarten, ECI sessions, and Developmental Centers shall dismiss at regular time or 11:20 AM, whichever is earlier.
    - c) All AACPS school-sponsored activities and athletic events, including activity buses, are canceled.

**6.** School sponsored after-school activities

- a.** When school sponsored after-school activities are canceled, all Unit I (TAAAC), Unit II (AEL), and Unit IV (SAAAAC) employees shall be released by their principal/supervisor no later than 30 minutes after the departure of students.
- b.** The cancellation of school-sponsored after-school activities does not necessarily cancel events sponsored by other agencies. The status of activities sponsored by agencies other than AACPS, including after-school day care,

shall be determined and communicated by that agency.

**7. Communication**

- a.** Changes to school schedules caused by inclement weather or other emergency conditions are announced through the automated phone call, email, and text message notification system.
- b.** AACPS shall notify major area radio and television stations, including AACPS-TV.
- c.** Such information shall be posted on the AACPS website, Facebook page, and Twitter page, as well as on school-specific Twitter pages and other forms of electronic communicate's that may become available from time to time.
- d.** Emails to all employees shall be sent for unscheduled system-wide closings, delayed openings, and early closings.

*Regulation History:*      *Developed by Superintendent 09/02/15*  
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