

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 25, 2011

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED NEW BOARD OF EDUCATION**
POLICY 4009 – EMERGENCY CLOSINGS-EMPLOYEE ATTENDANCE

ORIGINATOR: Renee A. Foose, Deputy Superintendent

RESOURCE
PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources
George M. Duque, Manager, Office of Staff Relations

RECOMMENDATION

That the Board of Education reviews the proposed new Policy 4009 – Emergency Closings – Employee Attendance. This is the first reading.

* * * * *

Attachment I – Policy Analysis
Attachment II – Policy 4009

**POLICY ANALYSIS FOR
BOARD OF EDUCATION NEW POLICY 4009
EMERGENCY CLOSINGS – EMPLOYEE ATTENDANCE**

Statement of Issues or Questions Addressed

Staff is recommending that a new policy be adopted to govern employee attendance during emergencies such as inclement weather. This policy and its implementing Superintendent’s Rule support the Board of Education’s commitment to the effective and efficient operation of the school system by providing clear guidance to employees regarding their responsibility to report to work when schools and/or offices are closed for emergencies.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 4100, *Employee Conduct and Responsibilities*
2. Board of Education Policy 4203, *Absences and Leaves*

Legal Requirements

1. *Annotated Code of Maryland*, Education Article §4-205, *Powers and duties of the county superintendent*
2. *Annotated Code of Maryland*, Education Article §7-103, *Required school days and holidays*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy GAI, *Work Days – Inclement Weather*
2. Calvert County Board of Education, Policy 1510, *School Closings, Delayed Openings and Early Dismissals Due to Emergencies*
3. Caroline County Board of Education, Policy 1.12.40, *Inclement Weather Work Regulations*
4. Dorchester County Board of Education, Policy 602.2, *Inclement Weather (Snow Days)*
5. Harford County Board of Education, Policy 20-0003-000, *Closing Schools Temporarily*
6. Howard County Board of Education, Policy 3010, *Emergency Closing of Schools*
7. Somerset County Board of Education, Policy 700-13, *Work Schedule and Leave for Employees of Somerset County Public Schools: Emergency Closing of Schools*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered by staff.

Timeline

First reading – October 25, 2011

Public comment – November 8, 2011

Third reading/vote – December 6, 2011

PERSONNEL: GENERAL

EMERGENCY CLOSINGS – EMPLOYEE ATTENDANCE

I. POLICY STATEMENT

- A. THE SUPERINTENDENT IS AUTHORIZED TO CLOSE SCHOOLS, OR MODIFY THE OPENING OR CLOSING TIMES DURING ADVERSE WEATHER CONDITIONS AND OTHER UNFORSEEABLE EMERGENCIES, AS HE/SHE DEEMS APPROPRIATE FOR THE SAFE AND PROPER ADMINISTRATION OF THE SCHOOL SYSTEM.
- B. EMPLOYEES SHALL BE RESPONSIBLE FOR REPORTING TO THEIR WORK ASSIGNMENTS CONSISTENT WITH THIS POLICY AND ITS IMPLEMENTING RULE, APPLICABLE BARGAINING UNIT MASTER AGREEMENTS, JOB DESCRIPTIONS, OR AS DIRECTED BY THEIR OFFICE OR DEPARTMENT HEAD.

II. IMPLEMENTATION

- A. THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES THAT ADVISE EMPLOYEES OF THEIR RESPONSIBILITIES FOR REPORTING TO WORK DURING EMERGENCY CLOSURES AND FOR ACCOUNTING FOR ANY TIME LOST IF EMPLOYEES FAIL TO REPORT TO WORK.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-205, POWERS AND DUTIES OF THE COUNTY SUPERINTENDENT*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §7-103, REQUIRED SCHOOL DAYS AND HOLIDAYS

RELATED POLICIES: BOARD OF EDUCATION POLICY 4100, *EMPLOYEE
CONDUCT AND RESPONSIBILITIES*
BOARD OF EDUCATION POLICY 4203, *ABSENCES AND
LEAVES*

POLICY _____ BOARD OF EDUCATION OF BALTIMORE COUNTY
ADOPTED: _____