

PERSONNEL: GENERAL

EMERGENCY CLOSINGS – EMPLOYEE ATTENDANCE

I. PURPOSE

THE SUPERINTENDENT MAY AUTHORIZE THE EMERGENCY CLOSING OF ANY OR ALL FACILITIES DEPENDING UPON THE NATURE AND SEVERITY OF THE EMERGENCY. EMPLOYEES SHALL FOLLOW THE FOLLOWING REPORTING GUIDELINES WHEN THE SUPERINTENDENT HAS DETERMINED THAT SCHOOLS, OFFICES OR THE SCHOOL SYSTEM MUST BE CLOSED DUE TO ADVERSE WEATHER CONDITIONS OR OTHER EMERGENCIES.

II. DEFINITION

A. *ESSENTIAL PERSONNEL* – THOSE EMPLOYEES IN POSITIONS THAT ENSURE THE MAINTENANCE AND CONTINUATION OF BASIC OPERATIONS AND FUNCTIONS OF THE SCHOOL SYSTEM.

III. GUIDELINES

A. THE DEPARTMENT OF HUMAN RESOURCES SHALL ANNUALLY DETERMINE, ASSIGN, AND NOTIFY THOSE EMPLOYEES DESIGNATED AS ESSENTIAL PERSONNEL.

B. 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; AND
- c. PROVIDED TO LOCAL RADIO AND TELEVISION STATIONS.

2. USE OF A SYSTEMWIDE CONNECT-ED MESSAGE MAY BE GENERATED, AS DETERMINED BY THE SUPERINTENDENT.

C. ANY CHANGE IN THE OFFICE SCHEDULE DUE TO WEATHER OR OTHER EMERGENCY WILL BE ANNOUNCED AS OUTLINED IN PARAGRAPH B ABOVE. IF NO SPECIFIC ANNOUNCEMENT IS

MADE REGARDING OFFICES, THEY WILL OPERATE ON THE NORMAL SCHEDULE.

- D. EMERGENCY CLOSINGS MAY ALSO AFFECT CLASS SCHEDULES, BEFORE- AND AFTER-SCHOOL PROGRAMS, AND RELATED ACTIVITIES (*SEE*, SUPERINTENDENT'S RULE 6303, *EMERGENCY CLOSURES, DELAYS, AND CANCELLATIONS*).

#### IV. REPORTING PROCEDURES

- A. WHEN IT IS ANNOUNCED THAT BCPS SCHOOLS WILL BE CLOSED FOR THE DAY, BUT OFFICES ARE OPEN:
  - 1. THE FOLLOWING EMPLOYEES SHALL REPORT TO WORK ON THEIR NORMAL SCHEDULE: ALL 12-MONTH EMPLOYEES, INCLUDING 12 MONTH TEACHERS.
- B. WHEN IT IS ANNOUNCED THAT BCPS SCHOOLS AND OFFICES WILL BE CLOSED FOR THE DAY:
  - 1. THE FOLLOWING EMPLOYEES SHALL REPORT TO WORK: ALL EMPLOYEES IDENTIFIED AS ESSENTIAL PERSONNEL.
- C. WHEN IT IS ANNOUNCED THAT BCPS SCHOOLS WILL BE DELAYED ONE OR MORE HOURS:
  - 1. THE FOLLOWING EMPLOYEE GROUPS SHALL REPORT TO WORK ON THEIR NORMAL SCHEDULE:
    - a. ALL 12-MONTH EMPLOYEES, INCLUDING 12 MONTH TEACHERS
    - b. EMPLOYEES IDENTIFIED AS ESSENTIAL PERSONNEL
  - 2. THE FOLLOWING EMPLOYEE GROUPS SHALL REPORT TO WORK BASED ON THE DELAYED OPENING SCHEDULE:
    - a. ALL 10-MONTH EMPLOYEES
- D. WHEN IT IS ANNOUNCED THAT BCPS SCHOOLS WILL BE CLOSING EARLY:
  - 1. ALL 10-MONTH SCHOOL-BASED STAFF MAY LEAVE ACCORDING TO THE ADJUSTED SCHEDULE.
  - 2. ALL 12-MONTH EMPLOYEES WILL WORK THEIR REGULARLY SCHEDULED WORK HOURS, UNLESS THE SUPERINTENDENT AUTHORIZES THE EARLY DISMISSAL OF OFFICES.

V. ABSENCES

- A. IN THE EVENT OF A SCHOOL CLOSURE, EMPLOYEES ARE RESPONSIBLE FOR REPORTING TO THEIR ASSIGNED WORK SITE AS PROVIDED IN THE PROVISIONS OF THEIR APPLICABLE COLLECTIVE BARGAINING AGREEMENT, IF ANY, OR AS DIRECTED BY HIS/HER DEPARTMENT OR OFFICE SUPERVISOR.
- B. IF CONDITIONS MAKE IT IMPOSSIBLE FOR AN EMPLOYEE TO REPORT TO WORK DUE TO WEATHER, THE EMPLOYEE MUST REPORT THE ABSENCE TO HIS/HER IMMEDIATE SUPERVISOR OR THE SUPERVISOR'S DESIGNEE PRIOR TO OR NO LATER THAN THE EMPLOYEE'S REGULARLY SCHEDULED REPORTING TIME.
- C. EMPLOYEES WHO DO NOT REPORT FOR WORK OR WHO REPORT TO WORK LATE DUE TO INCLEMENT WEATHER WILL BE ALLOWED TO UTILIZE PERSONAL BUSINESS OR ACCRUED VACATION, OR THE ABSENCE WILL BE CHARGED AS TIME OFF WITHOUT PAY.

VI. 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*

RULE  
APPROVED: \_\_\_\_\_

SUPERINTENDENT OF SCHOOLS