



St. Mary's County Public Schools

Central Administration
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Division of Supporting Services
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EMPLOYEES – This information can also be found on the St. Mary's County Public Schools website under the Employee Access Center.

To: All Employees
All Contracted Bus Drivers

From: J. Bradley Clements
Chief Operating Officer

Date: August 9, 2011

Re: *Employee Codes for School Closings, Delays & Early Dismissals*

The purpose of this memo is to communicate procedures for employees in the event of school and office closings, delayed openings, and early dismissals. The following codes will be used to inform employees about work reporting status. Notification will be made on the radio and television stations listed in this memo. The code system addresses employees reporting when schools have been closed, delayed, or dismissed early for students.

CODES

SCHOOLS AND OFFICES

CODE 1

Schools have a delayed opening of two hours. Ten and eleven-month employees report to work two hours late. Twelve-month employees report to work up to two hours late but no later than 9:20 a.m. Food service workers are to report to work no later than 9:00 a.m. All employees normally beginning their day after 9:20 a.m. are to report to work on time.
***Designated emergency personnel will report to work on time.**

(This means that on a day that schools have a delayed opening, ten and eleven-month employees are to report to work two hours late, which will coincide with a delayed opening to the school day. Food service workers are to report no later than 9:00 a.m. in order to prepare breakfast and lunch. If they are uncomfortable with the condition of the roads for traveling or have other personal reasons not to report to work on time, they should notify their immediate supervisor. Twelve-month employees are provided administrative leave for up to two hours to arrive at work, but no later than 9:20 a.m. Liberal leave will be in effect if additional time is needed. Any staff member who starts their normal workday after 9:20 a.m. will report to work on time. Designated emergency personnel within the maintenance and operations areas are to report to work on time. If they are uncomfortable with the condition of the roads for traveling or have other personal reasons not to report to work on time, they should notify their immediate supervisor at the beginning of their normal workday. **Designated emergency personnel will receive 2 1/2 times their normal hourly rate of pay for the period of administrative leave granted to other employees.*)

CODE 2 Schools are closed. Ten and eleven-month employees do not report to work. Twelve-month employees report to work up to two hours late but no later than 9:20 a.m. Liberal leave is in effect. All employees normally beginning their day after 9:20 a.m. are to report to work on time. *Designated emergency personnel will report to work on time.

(This means that on a day when schools are closed for students due to weather or other circumstances, ten and eleven-month employees do not report to work. Twelve-month employees are to report to work up to two hours late but no later than 9:20 a.m. Liberal leave is in effect if additional time is needed beyond the two hours. Any twelve-month employee who starts their normal workday after 9:20 a.m. will report to work on time. Designated emergency personnel are to report to work on time. If they are uncomfortable with the condition of the roads for traveling, or have other personal reasons not to report to work on time, they should notify their immediate supervisor at the beginning of their normal workday. *Designated emergency personnel will receive 2 1/2 times their normal hourly rate of pay for the period of administrative leave granted to other employees.)

CODE 3 Schools and offices are closed. No employees should report to work. Administrative leave will be provided for twelve-month employees only. *Designated emergency personnel should contact the Division of Supporting Services at (301) 475-4256, extension 9, for directions as to when to report to work.

(This means that on a day that schools are closed for students no employees are to report to work. However, designated emergency personnel should contact the Division of Supporting Services at (301) 475-4256, extension 9 as to when to report to work. *Designated emergency personnel should report to work as directed when calling in to the Division of Supporting Services and when they are comfortable doing so with regard to the road and weather conditions.)

*Designated emergency personnel are twelve-month employees assigned to the maintenance and operations areas who perform duties vital to the continuity to school facilities, safety, or other crucial operations and are required to be at work during emergency situations. However, designated emergency personnel should travel only when they are comfortable with the weather conditions of the roads. Special exceptions will be communicated by the department head depending upon the severity of the weather conditions.

CODE 4 Schools are closed. Ten and eleven-month employees do not report to work. Twelve-month employees report to work on time. Liberal leave is in effect. If twelve-month employees are uncomfortable with the condition of the roads for traveling, or have other personal reasons not to report to work on time, they should notify their immediate supervisor at the beginning of their normal workday.

NOTE: In the event of inclement weather in the evening, shifts may be adjusted. Please contact the Division of Supporting Services at (301) 475-4256, extension 9, for instructions.

If schools are closed for students and no Code announcement is made, you should assume that the school system is open for a full day of business for all twelve-month employees. If an employee determines that the conditions warrant the use of leave, appropriate leave forms should be submitted as soon as possible after the leave is taken.

Regardless of a general closing or delayed opening, certain designated emergency personnel must report to work at their regularly scheduled times. If local conditions are such that designated emergency employees are unable to report to work, the employee should notify the immediate supervisor and upon return to work submit the appropriate leave forms. Designated emergency personnel include, but are not limited to:

- All maintenance staff, based on an established reporting team
- All building service staff
- Director of Maintenance
- Director of Operations
- Director and Coordinators of Transportation
- Director of Safety and Security

TV and radio stations will be informed before 6:00 a.m. so that the information can be broadcasted as soon as possible. Announcements will address the status of school closings or delays and the applicable code for employees (e.g. “Schools closed for students; Code 2 for employees.”) Announcements will be made through the following school system sources:

www.schoolsout.com (internet)

www.smcps.org (internet)

Channel 96 (local cable TV)

School Messenger Automated Telephone Notification System

Announcements will also be made on the following radio and television stations:

WPGC FM 95.5

WMDM FM 97.7 (St. Mary’s County)

WSMD FM 98.3 Star FM and WKIK 102.9 FM (St. Mary’s County)

WIYY FM 97.9 (Baltimore)

WMAL AM 630 and WRQX FM 107.3 (Washington)

WOLC FM 102.5

WTOP FM 103.5 and FM 103.9/107.7 (Washington)

WGRQ FM 95.9 and WGRX FM 104.5 (Fredericksburg, VA)

WBAL AM 1090

WRC-TV Channel 4

WTTG-TV Channel 5

WJLA-TV Channel 7

WUSA-TV Channel 9

In the event of school closing or early dismissal, schools will be closed for all after-school and evening activities.

Early Dismissal

When schools are closed early due to snow or other inclement weather, ten and eleven-month employees will remain on duty until 30 minutes after students and busses have departed. Central and school offices will remain open. Evening building service staff should report to work to prepare the school for the following day. Building administrators are to notify Mr. Brad Clements, Chief Operating Officer, should it become necessary to close the building due to extreme or emergency conditions.

Leave Provisions

If conditions warrant that a “liberal leave policy” be announced, twelve-month employees do not need to obtain prior approval when using annual leave for the appropriate amount of time. Please notify your supervisor immediately if you are unable to report to work. Complete the appropriate leave form when you return to work.

When conditions warrant closing central and school offices early, employees who reported for duty will be released with no leave charged. However, employees who do not report for duty will be charged for a full day’s leave.

We sincerely hope this anticipates your questions. If you should have any other concerns, please consult with your principal or site supervisor.

JBC:kam

cc: BOE Members
Dr. Martirano
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