



# HR News

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## School Closures & Late Start Information

With the winter season approaching, Human Resources would like to outline information related to school closures and late starts. APS policy EBCE and regulation EBCE-R, state the Superintendent of Schools or Deputy Superintendent of Schools shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies. In the event of inclement weather or in the case of an emergency, all staff members will receive a call, email and/or text message from the automated system with details.

For a late start or school closure, classified employees should follow the reporting hours instructions below. Licensed and Administrative/Professional Technical staff members are not required to report work hours or snow days as exempt employees.

### School Closure

- If the decision to close schools due to inclement weather is made prior to the normal school opening time, no employee will be required to report to work unless identified as essential personnel and/or directed otherwise by his/her immediate supervisor.
- All contracted employees (who work four or more hours per day) will be paid their regular salary for the day.

### Reporting Hours

Classified staff should report time through Oracle Self-Service Timecard using the **\*\*Emergency Closure -Snow Day, PowerOutage, etc.\*\*** hours type.

### Early Dismissal

- The decision to dismiss schools early will only be made when faced with extreme conditions that develop during the school day.

### Reporting Hours

- Classified staff should report hours actually worked using the Contract Hours type in Oracle Self-Service Timecard. Report the remainder of the normal scheduled hours on an additional row using the **\*\*Emergency Closure - Snow Day, PowerOutage, etc.\*\*** hours type.

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## School Closures & Late Start Information cont.

### Late Start

- If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools. All students will be on a one-hour delayed start time. Students will report to bus stops one hour later than original pick-up times.
- All employees are required to report to work at their regular start time or as soon as is safely possible. Schools will still end at their regular times.
- Employees who do not report for work must enter an absence using the appropriate leave procedures and absence type.