



# HR News

## 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 Chief of Staff shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies.

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 for work unless directed otherwise by her/his immediate supervisor.
- All contracted employees (who work four or more hours per day) will be paid their regular salary for the day.
- Maintenance and operations and transportation employees will be required to work as directed by their supervisors. All other employees who are required to work (except administrators will be notified by their supervisors.
- If a full closure is for other than inclement weather, all employees will report for work at the normal starting time unless directed otherwise by their immediate supervisors, in which case the procedure for full closures due to inclement weather will be in effect as shown in steps one through three above.

### 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 in accordance with the announced later starting time, which may be earlier than the announced time for students.
- Employees who do not report for work will be charged with a leave of absence and will enter their absence in accordance with procedures and pay practices followed by the normal work day.

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## School Closures & Late Start Information cont.

- In spite of a late start schedule, certain categories of employees such as a custodian and maintenance personnel, will be required to report to work at the normal time as determined by their immediate supervisors. In such cases, they will be awarded overtime pay to the extent they are required to work more than 40 hours in a week.

### Early Dismissal

- The decision to dismiss schools early will only be made when faced with extreme conditions that develop during the school day.
- If conditions warrant, the superintendent working with the chief operating officer and the director of transportation will make a decision whether or not to close schools and dismiss early.
- School closure or late start schedules are communicated to local radio and television stations.
- If weather or emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisor.
- The building principal shall develop a procedure as to how students will be dismissed. This procedure should be conveyed to parents, student and staff.

### Notifications

If the decision is made to close schools the following procedures will be put into effect:

- An automated phone, e-mail and/or text message will be delivered to staff;
- An automated phone, e-mail and/or text message will be delivered to parents;
- Staff and parents should also tune into radio and TV stations when severe weather conditions or emergencies exist.
- In the event that weather or any other emergency should force the district to close schools, television and radio stations will be contacted;
- Information about weather or emergency related issues will be posted on the APS Web site, [aurorak12.org](http://aurorak12.org) and the APS mobile app, as soon as possible;
- Information will be posted on the district emergency line as soon as possible (303-326- 1080);
- A Community Connection alert will be sent to the key communicator network for school closures (not for delays).

### Reporting Hours

In the event of a district closure employee absences will be handled as follows:

- If the closure is made prior to the start of the workday, employees will not be charged with an absence, and there will be no need to enter their absence. If an absence was submitted in advance, it will be deleted from the absence system; or
- If the closure is made after the start of the workday, regardless of the reason for the closure, employees who are absence that day will be charged for a full day's absence and will need to enter their absence accordingly.



## Classroom Coverage When No Substitute is Available

The following substitute coverage plan is encouraged as a means for covering classrooms when a substitute is requested but not available. Schools may not use this process as a primary means for covering absent teachers.

- 1) The first option is to schedule substitutes who have arrived for other assignments to cover classes for additional teachers during the primary assignment's planning periods.
- 2) The second option allows principals to assign classified staff who have a One-Year Substitute Authorization to serve as substitutes in an emergency when a substitute is unavailable.
  - Classified staff with a One-Year Substitute Authorization who provide classroom coverage when a sub is unavailable will be paid a flat rate in addition to their regular rate.

NOTE: All classified employees serving in this capacity must have a One-Year Substitute Authorization. The site secretary should e-mail the sub office the name(s) of the employees that have been authorized by the principal to obtain a One-Year Substitute Authorization. The instructions will then be sent.

- 3) The third option allows principals to assign teachers to cover classes during their regularly scheduled planning periods when a substitute is unavailable.
  - Teachers who cover a class when a sub was requested but unavailable are paid a district standard hourly rate in addition to their regular salary.
  - The building's Leadership Team should guide the development and annual review of a class coverage plan. The goal of the plan is to share the burden caused by the absence equitably and to maximize student instruction.

## Compensation for Classroom Coverage

### Teachers:

Teachers who cover a colleague's class will be paid on an hourly basis rounded up to the nearest quarter hour at the standard rate of \$30 per hour. Following are some examples:

- If a teacher covers a class for 40 minutes, the teacher is paid \$22.50 based on a \$30 per hour standard rate. (40 minutes rounded up to the nearest quarter hour = 45 minutes = .75 hour; \$30 x .75 = \$22.50)
- If a teacher covers a class for 90 minutes, the teacher would be paid \$45. (90 minutes = 1.5 hours; \$30 x 1.5 = \$45)

### Clarification for elementary coverage:

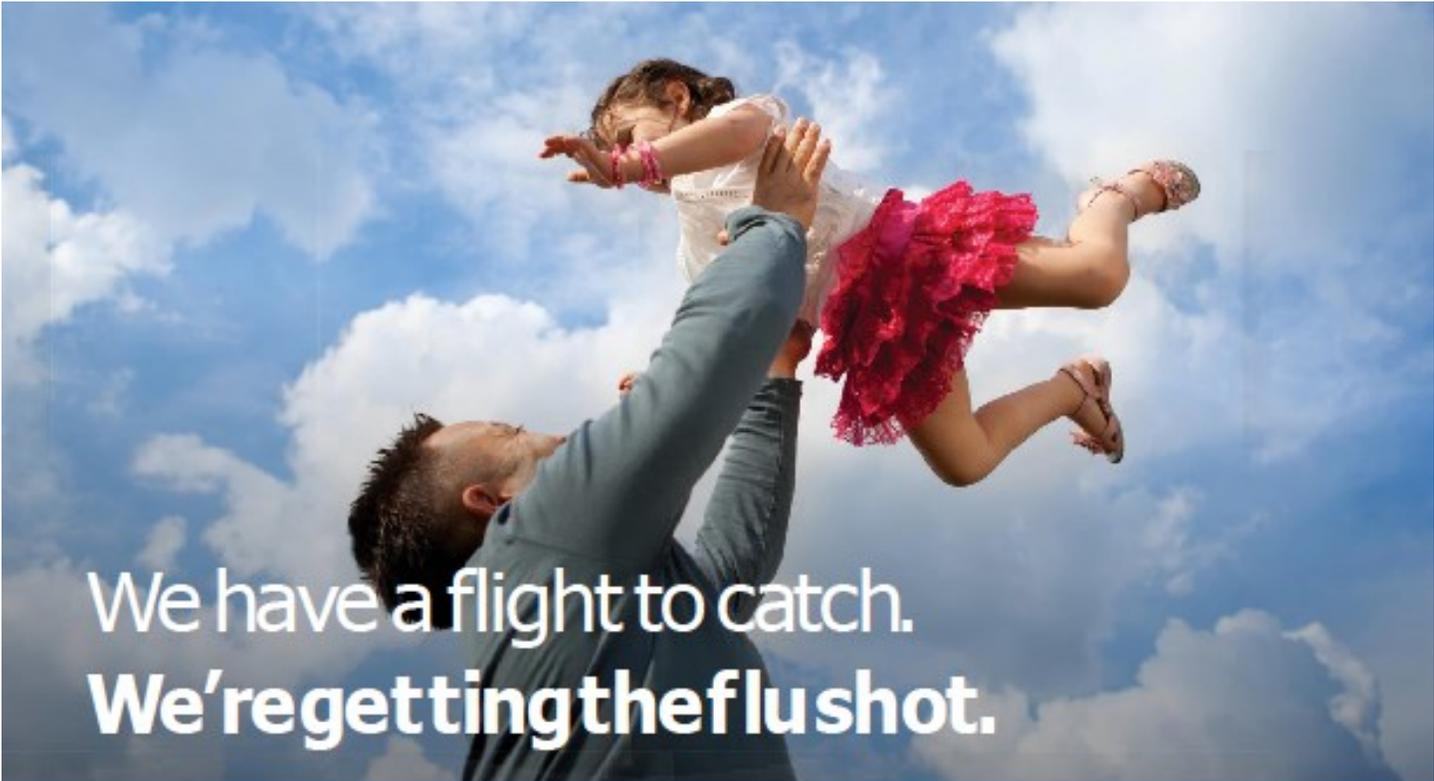
Classroom teachers who give up their non-contact time to cover specials when the specialist (including classified tech and media employees) is absent, should be paid via a time sheet at \$30 per hour. Compensation shall be paid on a pro rata basis when teachers substitute for split class coverage. Teachers shall receive pay only when a sub was requested but was unavailable.



## **Compensation for Classroom Coverage cont.**

### **Classified Staff:**

Designated classified staff may cover classes if they hold a One-Year Substitute Authorization. Classified staff will be paid at the flat rate (not hourly rate) of \$25 for any coverage from .5 to 3.75 hours, and \$50 for any time over 3.75 hours. Please keep in mind that classified staff must still be able to fulfill their regular responsibilities in order to receive additional compensation for classroom coverage



# We have a flight to catch. We're getting the flu shot.

Get your no-cost flu shot—don't wait.

The flu is more serious than the common cold. Protect yourself and your loved ones from serious health risks with a yearly flu shot. They're available at no cost to Kaiser Permanente members.

### Walk-in flu shots available Oct. 2-Nov. 30, 2017\*

Walk-In Flu Shots	Hours	Locations**
Oct. 2-Nov. 30 Monday-Friday	8a.m.-6p.m.	Most Kaiser Permanente Medical Offices
	8:30a.m.-5:30p.m.	Briargate, Brighton, Castle Rock, Evergreen, Lone Tree, Loveland, Parker, Parkside, Pueblo North and Spring Creek Medical Offices
	8:30a.m.-5:15p.m. Mon, Tues, Thurs, Fri 10:30a.m. - 7:00p.m. Wednesday	Edwards and Frisco Medical Offices
Oct. 7-Oct. 29 Sat. & Sun. only	9a.m.-4p.m.	East Denver, Lakewood, Lone Tree, and Westminster Medical Offices

**Scheduled Office Visits:** If you have a scheduled office visit at a Kaiser Permanente medical office, you also may get a flu shot during your appointment.

Flu shot dates and locations are subject to change. Before you visit, go to [kp.org/flu](http://kp.org/flu) or call our recorded flu hotline at 303-344-7600 any time for the most up-to-date information.

\*NOTE: Flu shots are available while supplies last. Medical office hours and locations may differ. Please bring your Kaiser Permanente membership card and photo ID.

\*\*Flu shots are not available at Behavioral Health locations. Walk-in flu shots are not available at Franklin Medical Offices, but are available if you have a scheduled appointment with your provider.

[kp.org/flu](http://kp.org/flu)

 Please recycle. 6098608\_17\_FluFlu\_English\_US

 KAISER PERMANENTE.



# Tenemos que llegar al vuelo en avión. Nos ponemos la vacuna contra la influenza.

**Reciba la vacuna contra la gripe sin costo: no espere.**

La gripe es más grave que el resfriado común. Protéjase a usted y a sus seres queridos de graves riesgos de salud con una vacuna contra la gripe al año. Están disponibles sin costo para los miembros de Kaiser Permanente.

Las vacunas sin cita previa están disponibles del 2 de octubre al 30 de noviembre de 2017\*

Vacunas contra la Gripe sin Cita Previa	Horario	Ubicaciones**
Del 2 de octubre al 30 de noviembre de lunes a viernes	De 8 a.m. a 6 p.m.	En la mayoría de las oficinas médicas de Kaiser Permanente
	De 8:30 a.m. a 5:30 p.m.	Oficinas médicas de Briargate, Brighton, Castle Rock, Evergreen, Lone Tree, Loveland, Parker, Parkside, Pueblo North y Spring Creek
	De 8:30 a.m. - 5:30 p.m. lunes-viernes 10:30 a.m. - 7:00 p.m. miércoles	Oficinas médicas de Edwards y Frisco
Del 7 de octubre al 29 de octubre Únicamente sábados y domingos	De 9:00 a.m. a 4:00 p.m.	Oficinas médicas de East Denver, Lakewood, Lone Tree y Westminster

**Consultas programadas:** Si tiene una consulta programada en una oficina médica de Kaiser Permanente, también puede recibir la vacuna contra la gripe durante su cita.

Las fechas y los centros de atención para la aplicación de las vacunas contra la gripe están sujetos a cambio. Antes de su consulta, visite [kp.org/gripe](http://kp.org/gripe) o llame a nuestra línea directa de información grabada sobre la gripe al 303-344-7600 en cualquier momento para obtener la información más actualizada.

\***NOTA:** Las vacunas contra la gripe están disponibles mientras haya suministros. Los horarios y las ubicaciones podrían variar. Por favor traiga su tarjeta de membresía de Kaiser Permanente y una identificación con fotografía.

\*\*Las vacunas contra la gripe no están disponibles en los centros de Salud del Comportamiento. Las vacunas contra la gripe sin cita previa no están disponibles en las Franklin Medical Offices, pero pueden aplicárselas si usted tiene una cita con su proveedor.

[kp.org/gripe](http://kp.org/gripe)

 **KAISER PERMANENTE.**