

AFC-R Emergency Closing

10/8/14

RATIONALE/OBJECTIVE:

When Cobb County School District (District) facilities are closed due to inclement weather or any other emergency, employees should not report to work, unless specifically requested to do so. Unsafe driving or facility conditions may make attempts to report to work inappropriate and unadvisable. Twelve-month maintenance and custodial employees as well as certain non-exempt employees specifically contacted by their supervisor should report to work to perform emergency repairs or other duties. All other District employees should not report to work unless directed to do so through either contact by their supervisor or by public announcement.

RULE:

The District Communications Office will notify local media of school closings, delayed openings and early closings. It will also post this information on the District Web site. Employees are responsible for accessing these information sources whenever there is cause to believe that school is closed, delayed, or closing early. Principals/supervisors are encouraged to establish more direct notification procedures for their faculties/staffs.

A. FULL-DAY CLOSINGS:

Employees who are advised not to report will receive full pay for days facilities are closed due to inclement weather or any other emergency and may have to make up the day(s) missed at a later date. The State Superintendent of Schools or the District Superintendent, as appropriate, will decide if inclement weather days will be made up.

B. DELAYED OPENING:

When District facilities have a delayed opening due to inclement weather or any other emergency, the District will provide Principals, Department Heads and local media outlets information on when employees should report to work.

1. Employees who report to work by the delayed opening time will receive full pay for that day.
2. Employees who are unable to get to work, or who arrive late to work, will be given an opportunity to make up the work time missed. Twelve-month maintenance and custodial employees may use personal leave, sick leave (if sick), vacation or accrued comp time (if applicable). The District Superintendent will inform Principals and Department Heads how to handle make-up work for any work days or hours missed.
3. Employees (other than twelve-month maintenance and custodial employees) will only be allowed to make-up this time in the current or next payroll period.
4. If an employee misses a day of work or reports to work late and is unable to make up the time missed within the current or next payroll period, he/she must use personal leave, vacation day(s) or have his/her pay reduced for the time missed.

C. EARLY CLOSING:

When District schools close early due to inclement weather or any other emergency, employees will be directed to leave work and will be paid for unworked time. Twelve-month maintenance and custodial employees will be contacted by their supervisor with instructions on performing emergency repairs and/or other duties. However, if the District remains open and employees are permitted to leave early at their option due to weather conditions or any other emergencies, make-up provisions of paragraphs B.2, B.3, and B.4 above apply. Twelve-month maintenance and custodial employees who request and leave early, may use personal leave, sick leave (if sick), vacation or accrued comp time (if applicable).

Adopted: 4/12/06
Revised: 3/14/07
Revised and Recoded: 7/19/12 (Previously coded as Administrative Rule GBCC)
Revised: 10/8/14

Legal Reference

O.C.G.A. 20-02-1185	School safety plans
O.C.G.A. 20-02-0168	Distribution of federal funds; summer school programs; year-round operation
Rule 160-5-1-.02	School Day and School Year for Students and Employees