

FROM: Keeli Bowen, Chief Human Resources Officer

DATE: 7.22.2024

SUBJECT: Reporting to Work on Inclement Weather Days

The Executive Cabinet recently met to review our Inclement Weather protocol [Board Administrative Rule AFC-R Emergency Closing](#). The purpose of this memo is to explain employee reporting requirements on inclement weather days.

Closing Announcement Formats:

Cobb County School District Closed | Annual Operational Employees Report (12-month Maintenance and Custodial):

All annual operational employees should report to work in order to inspect for damage and perform emergency repairs, unless they consider their routes unsafe. Annual operational employees unable to work a full day must use vacation, personal leave or sick leave (if sick) for the partial or full day absence. Non-exempt employees may also use accrued compensatory time for absence.

Cobb County School District Closed | All Employees Report:

When the public announcement states that **local school staff should report**, these employees should report by the time designated by the public announcement:

Local School Staff Report:

- Certified Staff (Teacher, Media Specialists, Counselors, Administration)
- Paraprofessionals
- Clerical Staff
- School Nurses
- Less than twelve-month Campus Police Officers
- Less than twelve-month District Office Personnel
- Social Workers
- Psychologists
- Lunchroom Managers

For those employees listed above who are unable to work a full day must use vacation, personal leave or sick leave (if sick) for the partial or full day absence. Non-exempt employees may also use accrued compensatory time for absence.

Cobb County School District Inclement Weather Digital Learning Day

In the event of inclement weather, employees may be required to report for an Inclement Weather Digital Learning Day. If the District opens for an Inclement Weather Digital Learning Day, the District will communicate with staff members regarding whether they are required to report virtually or in-person.

Employees who are told not to report will receive full pay for days facilities are closed but may have to make up the missed work time.

Please refer to [Board Administrative Rule AFC-R Emergency Closing](#) for more information as needed. Employees should seek guidance from their supervisor regarding specific questions or concerns.

In any case, an employee should not attempt to report to work if the route is unsafe.