

P&P 1.10 - INCLEMENT WEATHER/EMERGENCY OPERATIONS

POLICY

The Center uses a system by which the Center staff may quickly become aware of inclement weather situations or local emergencies affecting the Center's services and activities. Furthermore, all Center employees are subject to the Alexandria City Public School (ACPS) system policies on facility closings, delayed openings, and early dismissals due to inclement weather or a local, large-scale emergency.

PROCEDURE

1. On days when there is inclement weather and the Center officially closes, Full-Time Regular, Full-Time 10-Month, Part-Time Regular, Part-Time 10-Month, and Part-Time employees may be absent from work without any loss of pay and without taking leave. Those employees will be credited with the hours they normally would be scheduled to work during that period of inclement weather or emergency. Temporary or On-Call employees may be paid if they are scheduled to work on a specific day or if there is an early dismissal during a school day in which they have already started working. Employees will record missing hours/days as "Admin Leave" in the time-tracking system.
2. Notice of school closings and delayed openings are reported on the Center's website and in various local media, including television and radio stations. If the ACPS system is not announced "closed" by the TV and/or radio stations, Center employees are expected to report to work.
3. If employees feel that the weather conditions are too hazardous to travel to work, they will call their immediate supervisor or Department Director at least 1 hour prior to their regular reporting time, unless not practicable. In this instance, employees will have to use "Annual Leave" or be on "Leave Without Pay" for the hours missed; however, Exempt employees pay will not be reduced for partial day absences. If the employee was scheduled to take Sick Leave during this period, Sick Leave may be applied to that day(s).
4. In cases of delayed opening, Headquarters staff are expected to arrive at the normal time. If conditions prevent a Headquarters staff member from arriving on time, they are to communicate to their supervisor promptly. The Headquarters Building will be open at the regular time and will not operate on a delayed school opening schedule. Early Childhood program and The Campagna Kids ("CK") staff who work in schools or classrooms will follow the following guidelines:

| For Early Childhood Programs | |
|---|--|
| If ACPS is... | Then...Early Childhood Programs... |
| Opening 1 hour late | Staff report to their site at 9:00 a.m. and begin accepting children no earlier than 9:30 a.m. |
| Opening 2 hours late | Staff report to their site at 10:00 a.m. and begin accepting children no earlier than 10:30 a.m. |
| Closing 1 hour early | All sites close at 2:00 p.m. |
| Closing 2 hours early | All sites close at 1:00 p.m. |
| Emergency closings- weather or otherwise | All sites will be closed |
| Before & Aftercare - Afternoon Adventures | |
| Afternoon Adventures – 1 or 2 hour delay or early closing | No extended day care hours |

| For CK Programs | |
|---|---|
| If ACPS is... | Then...CK Programs... |
| Opening 1 hour late | No morning care |
| Opening 2 hours late | No morning care |
| Closing 1 hour early | After school program is closed. |
| Closing 2 hours early | After school program is closed. |
| Emergency closings- weather or otherwise | All CK sites will be closed |
| Before & Aftercare | |
| Cancelling evening activities | CK sites are OPEN for regular hours - parents pick up children by 6:00 p.m. |
| Canceling afterschool club/afterschool activities | CK sites will CLOSE at 5:00 p.m. - standard late fees apply |

5. On Staff Development Days when students are not attending school, school-based employees must report to work if the ACPS system is open for teachers and administrators only.

REFERENCE

Alexandria City Public Schools Notification System