



Furlough Days

Frequently Asked Questions (FAQ's)

1. What are furlough days?

Furlough days are mandatory leaves of absence ordered by employers who are attempting to cut costs without terminating employees. When such a day is ordered, employees take the day off without pay.

2. Since the judge ruled in our favor, why is it necessary to implement the furlough days?

The initial delay in tax collections caused by the Fulton County Board of Commissioner's decision will still have significant impact on our ability to operate as normal for the remainder of this calendar year. As a result of this anticipated delay in receiving actual dollars, we must continue our due diligence in monitoring and curtailing our daily spending through the remainder of the calendar year.

3. Why weren't we notified of this earlier?

We have been monitoring the situation very closely, and we hoped to avoid implementing furlough days. Once we determined this was a necessary measure, we made the appropriate notifications. We did announce potential furlough days back in June. This issue resurfaced when it became clear that tax bills were not going to be issued until mid-November after the Georgia Department of Revenue did not approve the tax digest.

4. Did APS consider pursuing another loan to meet payroll needs?

Yes, but it is not an option for us at this time. Delays in resolution and processing would likely be too late to help. Also, we cannot take out another Tax Anticipation Note until the current one is paid in full.

5. Does this mean that the impacted employees will lose two days of salary? If so, which payroll check will be impacted?
Yes, the December 15th paycheck for impacted employees will be reduced by two days of salary. However, we will increase your \$500 one-time stipend by the amount of your salary for two days.
6. When will I receive the \$500 one-time stipend and the payment for those two furlough days?
January 15, 2018

Note: Employees who resign prior to December 16, 2017 will not be eligible for this payment. Only employees hired prior to October 1, 2017 are eligible for the \$500 one-time stipend. Employees hired after October 1, 2017 will only receive the payment for the two furlough days on January 15, 2018.
7. When are the furlough days?
Monday, November 20, 2017 and Tuesday, November 21, 2017
8. Am I allowed to take annual leave on those days and receive my regular pay for those furlough days?
No, November 20th and 21st will become unpaid, non-work days. Taking annual leave is not an option.
9. What other options did APS consider prior to impacting salaries?
As communicated in emails from the Superintendent last week, other cost saving measures have been put in place. Unfortunately, APS allocates the majority of its budget for salaries/benefits, and it is difficult to reduce spending dramatically without impacting employees.
10. Who will be impacted by the furlough days?
Employees working a [231, 261 or 254](#) work schedule---all employees scheduled to work November 20-21, 2017. Based on critical needs of the district, some employees may be required to work on those days. If there is a critical need that requires you to work on those days, you will be notified by your supervisor. Note: Employees working 211, 202 and 201 work schedules will not be impacted by the furlough days.
11. What positions in APS are aligned to the [231, 254 and 261](#) work schedules?
[See the list at the end of this document.](#)
12. Does this impact hourly employees?
Yes, hourly employees work at the will of the district. Therefore, no hourly employees will work on November 20-21, 2017, and there will be no compensation for those days.

13. Does this impact part-time employees?

Yes, part-time employees work at the will of the district. Therefore, no part-time employees will work on November 20-21, 2017. Part-time employees who work 50% or more will be eligible for the stipend in January---\$500 + salary for two days.

14. Will other scheduled extracurricular activities be canceled during this week of furlough days for 202 and 211 staff? (Examples: band director scheduled to chaperone Thanksgiving Day parade or GHSA football playoff games)

No, all activities will move forward as planned.

15. If my supervisor requires me to work on those days, will I be paid?

There may be some employees who are required to work on those days, and they will be paid their regular daily rate of pay.

16. Will employees on pre-approved annual, personal business or medical leave be exempt from furloughs?

No, all employees assigned to the 231, 261 and 254 work schedules (all employees scheduled to work on November 20-21, 2017) will be impacted by the furlough days, including employees on pre-approved leave. Leave hours for those two days will not be deducted from any employee's leave balance.

17. Do we anticipate additional furlough days this school year?

No, not at this time.

18. How do I calculate my daily rate?

Your daily rate can be calculated by taking your annual salary and dividing it by your total number of days in your work schedule. (Example: annual salary = \$20,000, work schedule = 231, daily rate = $\$20,000/231 = \86.58)

Note: Your annual salary and work schedule are listed on the compensation statement you recently received via email from the compensation team.

19. Are short-term loans available to employees?

Family First Credit Union (formerly Fulton County Teachers Credit Union) will provide short-term loans to their members with discounted rates. Please view the details [here](#) and contact them directly if you are interested.

20. Does this impact my TRS (Teacher Retirement System) calculation/contribution?

No, this will not impact your contribution to TRS or your retirement.

21. Who will be available to answer additional questions about the furlough days?

If you have additional questions, please call 404.802.2312.

WORK SCHEDULES - POSITION TITLES

231 WORK SCHEDULE
ASST PRINCIPAL
DATA SUPPORT SPEC.
ESOL COMMUNITY SPEC. - BILINGUAL
FAMILY INVOLVEMENT LIAISON
INSTRUCTIONAL COACH
INSTRUCTIONAL TECHNOLOGY SPEC.
PRE-K INSTRUCTIONAL SUPPORT SPEC.
PROG. ADMNSTR - OPS AND DISC
PROG. ADMNSTR - SIG
PROG. ASSISTANT
REGIONAL NUTRITION COMPL. SPEC.
REGISTRAR
SCHOOL CLERK (MAYS H.S.)
SCHOOL CLERK(GRADY H.S.)
SCHOOL CLERK (WASHINGTON H.S.)
SOCIAL WORKER
254 WORK SCHEDULE
ABSENCE MANAGEMENT SPEC.
ACCOUNTANT
ACCOUNTING ASST.
ACCOUNTING ASST. II
ACCOUNTING MGR.
ACCOUNTING SUPERVISOR
ACCOUNTS PAYABLE ANALYST
ACCOUNTS PAYABLE ASSOCIATE
ADMINISTRATION MGR. - TRANSPORTATION
ADMIN. ASST.
ADMIN. ASST. I
ADMIN. ASST. II
ADMIN. CLERK
ADMIN. MGR.
ASSESSMENT ADMINSTR.
ASST. DIR.
ASST. DIR. - BUDGET
ASST. DIR. - DATA CENTER IT OPS.
ASST. DIR. - ENTERPRISE RESOURCE PLANNING
ASST. DIR. - SEC. & NETWORK SERVS.
ASST. DIR. - SPECIAL ED.
ASST. DIR. - SYSTEMS IT OPS.
ASST. DIR. POSITION MANAGEMENT
ASST. DIR.-SCHOOL ALLOTMENTS
ASST. SCHOOL BASED BUSINESS PARTNER
ASST. SUPERINTENDENT
ASST. TRANSPORTATION SUPERVISOR
ASSOCIATE SUPERINTENDENT

BILINGUAL TRANSLATION SPEC.
BUDGET ANALYST
BUDGET SPEC.
BUILDING SERVS. MGR.
BUSINESS ANALYST
BUSINESS ASST.
CENTRAL REGISTRAR
CERTIFICATION ANALYST
CHIEF ACCOUNTABILITY AND INFORMATION OFFICER
CHIEF ENGAGEMENT OFFICER
CHIEF FINANCIAL OFFICER
CHIEF HUMAN RESOURCES OFFICER
CHIEF OPERATIONS OFFICER
CLERK
CLOUD-MOBILE DEVICE ENGINEER
COMMUNITY /PUBLIC ENGAGEMENT OFFICER
COMPENSATION AND CLASSIFICATION ANALYST
COMPLIANCE ANALYST - TITLE I
COMPREHENSIVE HEALTH SERVS. MGR.
COMPREHENSIVE STUDENT SUPPORT COORD.
CONTRACT SERVS. ADMINSTR. COORD.
COORD. - BEHAVIORAL INTERVENTIONS AND SUPPORT
COORD. - COLLEGE AND CAREER
COORD. - EARLY LEARNING
COORD. - ELA
COORD. - MATH
COORD. - SCHOOL IMPROVEMENT
COORD. - SCIENCE
COORD. - SOCIAL STUDIES
COORD. - STUDENT ASSIGNMENT AND RECORDS
COORD. - TURNAROUND ACADEMIC SUPPORT
COORD. - WORKBASED YOUTH APPRENTICESHIP
CORE CONTENT INSTRUCTIONAL SUPPORT SPEC.
CREW LEADER
CRIME ANALYST
CUSTODIAL SERVICE SPEC.
CUSTODIANS
DATA ANALYST
DATA ANALYST - SAFETY AND SEC.
DATABASE ANALYST

DELIVERY DRIVER
DEPUTY CHIEF HUMAN RESOURCES OFFICER
DEPUTY SUPERINTENDENT
DEV. COORD.
DIGITAL CONTENT SPEC.
DIGITAL SOCIAL MEDIA ADMINSTR.
DIR.
DIR. - COMMS.
DIR. - COMPENSATION & LEAVE
DIR. - CURRICULUM AND INSTRUCTION
DIR. - EMPLOYEE REL. AND DEV.
DIR. - EXEC. COMMS.
DIR. - FAMILY ENGAGEMENT
DIR. - IT ENTERPRISE APPLICATIONS
DIR. - IT PMO
DIR. - IT SEC. & Network Service
DIR. - MULTIMEDIA DESIGN
DIR. - PROFESSIONAL DEV.
DIR. - SOCIAL EMOTIONAL LEARNING
DIR. - STUDENT INFORMATION AND APPLICATIONS
DIR. EARLY LEARNING
DIR. OF AFTERSCHOOL AND SUMMER PROGRAMS
DIR.- SCHOOL SUPPORT
DISPATCHER
DISTRICT NUTRITION COMPLIANCE MGR.
ED. SPEC. - EARLY LEARNING
ELECTRICIAN ANNUAL
ELECTRONICS TECHNICIAN
EMPLOYEE REL. SPEC.
ENERGY AND ENVIRONMENT SUPERVISOR
EQUIPMENT SPEC.
EXEC. ADMINSTR.
EXEC. DIR.
EXEC. DIR. - EMPLOYEE REL. AND DEV.
EXEC. DIR. - HR SERVS.
EXEC. DIR. - NUTRITION
EXEC. DIR. - SAFETY & SEC.
EXEC. DIR. - TALENT MANAGEMENT
EXEC. DIR. FEDERAL PROGRAMS
EXEC. DIR. INTERNAL COMPLIANCE
EXEC. DIR. OF TRANSPORTATION
EXEC. DIR. -PARTNERSHIP & DEV.
EXEC. DIR.-ACCOUNTING SERVS.
EXEC. DIR.-BUDGET SERVS.

EXEC. DIR.-PAYROLL, BENEFITS AND RISK MGT
EXEC. DIR.-PURCHASING AND WAREHOUSE OPERATIONS
FACILITIES MAINTENANCE GENERALIST
FAMILY ENGAGEMENT PROG. MGR.
FINANCE BUSINESS PROCESS MGR. - FACILITIES SERVS.
FISCAL MGR. - TITLE I
FLEET FOREMAN
FLEET MAINTENANCE MECHANIC I
GENERAL CLERK
GENERAL CLERK - FACILITIES SERVS.
GENERAL MAINTENANCE WORKER
GRAPHIC DESIGNER
HEALTH BENEFITS SPEC.
HR TRAINING AND COMM. SPEC.
HRIS FUNCTIONAL MGR.
HRIS TECHNICAL MGR.
IDENTITY MANAGEMENT ENGINEER IMPLEMENTATION MGR.
INFORMATION SYSTEMS MGR.
INFORMATION TECHNOLOGY TRAINER
INFRASTRUCTURE SPEC.
INSTRUCTIONAL LEADERSHIP COORD. INTERIM COORD.
INTERIM PROG. SPEC. - SPECIAL ED.
INVESTIGATIVE ASST.
INVESTIGATOR - SEC.
IT ARCHITECT
IT COURSE DESIGN MGR.
IT ENVIRONMENTAL ANALYST
IT SERVER STORAGE BACKUP SPEC.
IT SERVICE DELIVERY MGR.
IT SERVICE OPS. MGR.
IT SPEC. - COMPLIANCE & TESTING
IT SPEC. - MOBILE TECHNOLOGY
IT SPEC. - SCHOOL SUPPORT
IT SYSTEMS ENGINEER LAB ANALYST
IT SYSTEMS SPEC.
LABORER
LAWSON SYSTEMS PROG.MER
LEAD INTERNAL AUDITOR
LEAD LOGISTICS TECHNICIAN
LEGAL ASST.
LIASION
LITERACY COORD. 6-12
LITERACY COORD. K-5
LOCKSMITH
LOGISTICS SERVS. MGR.
LOGISTICS TECHNICIAN

LOW VOLTAGE TECHNICAN
MAINTENANCE MGR.
MAINTENANCE SUPERVISOR
MGR. - SEC. SYSTEMS
MASTER FLEET TECHNICIAN
MASTER SCHEDULER
MATHEMATICS COORD. 6-12
MATHEMATICS COORD. K-5
MECHANICS APPRENTICE
MILITARY PERSONNEL SPEC.
MILITARY PROPERTY CUSTODIAN
NETWORK WIRELESS ENGINEER
NUTRITION MGR.
NUTRITION PROG. SPEC.
OPS. DIR. - SEC.
OPS. MGR.
OPS. QUALITY CONTROL ANALYST
PAINTER
PARTNERSHIPS MGR.
PAYROLL ACCOUNTING ANALYST
PAYROLL CLERK
PAYROLL SPEC.
PERFORMANCE DATA MGR.
PLANNER
PLUMBER ANNUAL
PRE-K ENROLLMENT ADMINSTR.
PRE-K GRANT ADMINSTR.
PRINCIPALS
PROCUREMENT ASSOCIATE
PROFESSIONAL DEV. SPEC.
PROG. ADMINSTR.
PROG. DIR.
PROG. MGR.
PROJECT ASST.
PROJECT FACILITATOR
PROJECT MGR.
PROJECT MGR. I
PROJECT MGR. II
PROJECT MGR. II - INNOVATION
PROJECT MGR. II - SAFETY AND SEC.
PROPERTY DEV. MGR.
PURCHASE CARD SPEC.
RECORDS CLERK
RECORDS MANAGEMENT SPEC.
RECRUITMENT OPS. MGR.
REGIONAL DATA STRATEGIST
REMEDIATION AND SUPPORT COORD.
REPORTING AND COMPLIANCE COORD.
RESEARCH ASST.
RESIDENCY OFFICER
RETIREMENT BENEFITS SPEC.

ROOFER
ROTC NCO - ANNUAL
SARGEANT MAJOR OF OPS.
SCHOOL CROSSING GUARD SUPERVISOR
SCHOOL GOVERNANCE COORD.
SCHOOL GOVERNANCE LIAISON
SCHOOL SECRETARY
SCIENCE COORD. 6-12
SEC. AND DOCUMENT SPEC.
SEC. SUPPORT CLERK
SEC. SYSTEMS SPEC.
SR. ADMIN. MGR.
SR. ANALYST
SR. BUDGET POSITION ANALYST
SR. BUYER
SR. DATA ANALYST
SR. INFORMATION ASSURANCE SEC. ENGINEER
SR. POSITION MANAGEMENT ANALYST
SR. PROCUREMENT OFFICER
SR. PROG. MGR.
SR. RESEARCH ASSOCIATE
SR. SYSTEMS ADMINSTR.
SR. WEB DESIGNER
SERVICE WRITER
SHAREPOINT DEVELOPER
SIS PROGRAMMER
SIS SPECIALIST
SITE MGR.
SOCIAL EMOTIONAL LEARNING COORD.
SOCIAL STUDIES COORD. 6-12
SOCIAL STUDIES COORD. K-5
SPECIAL ASST.
SPECIAL ASST. - CHRO
SPECIAL PROJECTS COORD. SPECIALIST
STAFFING DIR.
STAFFING SPEC.
STATE ACCOUNTABILITY MGR.
STATE REPORTING LIASON
SUB. AND TALENT ACQUISITION SPEC.
SUB. SERVS. SUPERVISOR
SUPERINTENDENT
SYSTEMS PROGRAMMER
TEACHER ADULT ED.
TEACHER EFFECTIVENESS PROG. ADMINISTRATOR
TECHNICIAN
TECHNOLOGY SYSTEMS ENGINEER
TELECOMMS. ANALYST

TELECOMMS. SPEC.
TELEPHONE OPERATOR
TITLE I PARENTAL INVOLVEMENT COMPLIANCE COORD.
TRANSITION PROG. SPEC.- ADULT ED.
TRANSPORTATION SPEC.
TRANSPORTATION SUPERVISOR
VIDEO PRODUCTION EDITOR
VIRTUAL INSTRUCTIONAL SPEC.
WIRELESS ANALYST
WORKERS COMP./UNEMPLOYMENT SPEC.
WORKERS COMP./EMPLOYMENT MGR.
261 WORK SCHEDULE
ALARM RESPONSE OFFICER
CHIEF OF POLICE
DISPATCHER SAFETY AND SEC.
INVESTIGATOR - SAFETY
LIEUTENANT- SAFETY
SCHOOL RESOURCE OFFICER
SERGEANT-SAFETY
TRAINING OFFICER - SAFETY