

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: June 18, 2020

Subject: Follow Up to Superintendent's Staff Updates

The Superintendent recently communicated important updates in her May 22nd memo to all employees. Please make sure to provide that email to any of your employees, contractors, and volunteers who may not regularly access email. As a supervisor, you have further responsibilities regarding these updates. In addition to the information below, please make sure you have also read the previous supervisor memos posted at: <https://www.atlantapublicschools.us/coronavirus>.

Employee Survey

The employee survey regarding reopening schools and district offices was sent to all employees via district email and text messages to personal phone numbers. We would appreciate it if you would also distribute the link to your staff via any other methods of communication, like group texts or chats. The deadline for the survey is June 30, 2020 and the link is: <https://www.surveymonkey.com/r/WVHGD7D>.

Contact Information Update

The employee survey was sent by text message to the employees' phone numbers on file in the HR system, Infor Global HR. We had several return as undeliverable. Please encourage your employees to check their phone number and update it, if needed, to ensure that they receive future text messages from APS over the summer. [Click here](#) for instructions.

Kronos Upgrade

Kronos is upgrading on Monday, June 22 and the Flash requirement is going away. When you log into Kronos on a computer, you will no longer be required to allow Flash. On the upgrade day, June 22, your staff members will NOT be able to punch in via mobile device or computer. However, they will be able to punch in on a clock (if they report in person to a building). Employees who use the mobile app or a computer to punch in will need to contact their time keeper to manually enter their time.

Kronos will not be available until Tuesday, June 23. Additionally, you will notice slight changes to your screen but all the functionality will be the same. You will still be able to reconcile timecards, approve timecards, sign-off on timecards, manage leave requests and run reports for your employees as well as all of the functions you perform as an employee. If you have questions about the upgrade, please contact the Kronos Project Team at KronosUpdateLDAP@atlanta.k12.ga.us.

Summer Facilities Usage

Please ensure that supervisors in your department or other employees who are responsible for facilities usage read and understand this latest guidance regarding summer facilities usage. Because APS places the highest priority on the health and safety of its students, families, staff, and community, all APS buildings, facilities, properties, fields, tracks, and parking lots are closed for public use this summer. APS is granting limited use of its properties for voluntary student athletic conditioning for five fall sports, to be conducted under very controlled circumstances, and to its contracted partners who are following all APS safety protocols to operate COVID relief and response initiatives, such as food and technology distributions, but is otherwise closed. If you believe your proposed use of APS property should be granted an exception, please contact Rachel Sprecher to fill out the required paperwork. Please note that this process does not apply to APS partners with prior lease agreements in place for APS facilities, but we do ask that these APS partners keep APS notified of all summer plans.

Please note that this guidance may change on a daily basis. Check email frequently for updates, as well as the district's [health alerts page](#).

For any supervisor questions regarding employment matters, please contact Skye Duckett, Chief Human Resources Officer, at 404-802-2304 or sduckett@atlanta.k12.ga.us. For questions regarding COVID-19 or health matters, please contact Valencia Hildreth, Comprehensive Health Services Manager, at 404-802-2674 or Valencia.hildreth@atlanta.k12.ga.us.