

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: June 29, 2020

Subject: Supervisor Details Regarding Superintendent's Employee Memo

Dr. Carstarphen recently communicated important updates in her June 26th 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>. There are important guidelines for sick employees returning to work, employee travel, and more in the previous memos.

Also, our employee assistance program published an article entitled [Coping with Traumatic Events: Advice for Managers](#) that may be of assistance to supervisors.

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>.

Employee Compensation

The new fiscal year starts on July 1st. As a reminder, the budget that was approved by the Board did not include cost-of-living or step raises. Except for instances of job changes, salary proration, or certification upgrades, all employees pay at the start of the 2020-2021 fiscal year will be the same as it was at the end of the 2019-2020 fiscal year. When step raises are not provided, it necessitates that the dollar amount of each step rolls up to the next step. For example, if step 1 of a scale was \$50,000 for 2019-2020, then step 2 of the same scale will be \$50,000 for 2020-2021. Employees will be rolled up to the next step during their first payroll for the new fiscal year; however, the dollar amount will remain the same. The new pay scales are posted [here](#). Please contact compensation@atlanta.k12.ga.us with any questions.

Reminders of Procedures for Responding to Employee Reports

It is very important that supervisors understand and follow the procedures for handling a variety of situations that may arise from employees related to COVID-19, health, and travel. Remember that there are standard email templates for responding to employees' notifications of testing positive for COVID-19 and other scenarios available [here](#). Also, keep in mind the following:

- Employees on summer schedule who report that they are unable to work in person or telework due to a COVID-19 related illness of themselves or a family member, or due to childcare issues stemming from a COVID-19 closure, should email LeaveRequests@atlanta.k12.ga.us in order to receive emergency paid sick leave, if applicable. The supervisor may also send the email.
- Employees should still avoid unnecessary personal travel outside of the state and cancel or postpone any such travel where possible. Email HRFrontDesk@atlanta.k12.ga.us for any questions regarding personal travel. We still want to know about travel outside of the country; however, we are no longer tracking travel within the United States.

Summer Leave Requests

With the cancellation of summer 4-day work weeks and the July 4th closure week, supervisors should follow the District's and their department's usual leave policies and procedures during the summer months, but be flexible for employees who already had vacation plans during the July 4th week. These employees should not be penalized for their plans prior to the announcement of the cancellation of the closure. The two weeks before school starts, July 27 to August 7, are still district-wide blackout dates for discretionary absences. Supervisors may designate additional blackout periods for their department, following the policies listed below.

- **General summer attendance expectations:** Supervisors may implement procedures to monitor absences and encourage attendance during summer months. Policy [GARH Employee Leaves and Absences](#) states, "Supervisors are expected to monitor employee attendance and promote high attendance standards among their staff. Attendance and punctuality are critical components of employee performance evaluations. Failure to meet attendance and punctuality requirements may result in progressive discipline, up to and including termination."
- **Personal leave:** Requests for personal leave must be submitted to the principal/supervisor at least two working days before the leave date is to begin. Divisions/departments/schools are able to designate days/weeks in the summer as critical days for their employees, as long as it is done and communicated in advance and upheld consistently with all applicable employees. According to Administrative Regulation [GARH-R\(9\) Leaves and Absences - Personal and Annual Leave](#), "Each school/fiscal year, employees may use up to three (3) days of any accumulated sick leave for the purpose of being absent from duties for personal reasons, if prior approval is given by the principal/supervisor. Personal leave for school-based and instructional employees may not be approved for the following critical days:
 - Teacher professional learning days (including pre-planning and post-planning days);
 - First and last five (5) days of school for students each semester;
 - Any single day or consecutive days prior to and/or following a holiday or holiday period or prior to and/or following approved annual or personal leave;
 - All standardized testing periods for students;
 - Any other days designated in advance by the principal or director as days critical for worksite operations; and
 - Critical days for non-school-based, non-instructional employees are designated in advance by the director or other appropriate supervisor. Leaves may not be approved for designated critical days.
- **Annual (vacation) leave:** Requests for annual leave must be submitted to the principal/supervisor at least one week before the leave date is to begin. Annual leave requests of more than five (5) consecutive days must be submitted at least one month in

advance. Again, supervisors may designate critical days during which annual leave may not be approved based on the business needs of the department or division.

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.