

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: May 12, 2020

Subject: Supervisor Details Regarding Superintendent's Budget Memo

The Superintendent recently hosted a live Town Hall event for staff about the District's current and future budget outlook and shared guidance about continuing to navigate the COVID-19 crisis. The Superintendent also communicated that we don't foresee school buildings being used as work sites until school reopens in August and we don't foresee allowing students, families or staff to return to school buildings to retrieve items before that time. As a supervisor, you have additional responsibilities regarding these District decisions. In addition to the information below, please make sure you have also read the previous May 1st memo to supervisors posted at: <https://www.atlantapublicschools.us/coronavirus>. Please make sure to provide the Superintendent's May 8th employee memo to any of your employees, contractors and volunteers who may not regularly access email.

Budget Survey Link

We've created a survey to gather your feedback on possible ideas for budget cuts and to help us think creatively of some things we haven't thought of yet. Please complete the survey yourself, but also encourage your staff to do so as well. Please [click here](#) to complete the budget survey by May 15, 2020.

Employee Return to Work Procedures

APS takes the health and safety of its workforce seriously, and as such, has chosen to implement strict requirements for reentry to the physical work site. Employees are encouraged to continue telework status if their responsibilities allow it and they have permission to do so. Where attendance at the physical work site is necessary, employees who have confirmed COVID-19 via testing, diagnosed COVID-19 without testing, suspected COVID-19 due to symptoms displayed on the job, or exposure to someone with a confirmed or diagnosed case of COVID-19 must follow the reentry requirements based on their circumstances below. If obtaining any of the required testing is difficult, APS' health services department can provide guidance to the employee on next steps for how to proceed. These requirements are subject to change as new guidance and research is developed.

- For employees with confirmed COVID-19 (via test) or diagnosed COVID-19 (from a physician without official testing), the employee may return to telework status if available and whenever he/she feels recovered enough to work. The employee may return to the physical work site if:
 - APS has reinstated attendance at the physical work site; AND
 - The employee has had at least 72 hours without a fever without taking fever-reducing medication; AND
 - Improvement in all respiratory symptoms; AND

- At least ten days have passed since symptoms first began; AND
- The employee has received a negative COVID-19 test.
- For employees with COVID-19 symptoms that are detected at the physical worksite, the employee may telework if available and whenever he/she feels recovered enough to work. The employee may return to the physical work site if:
 - The employee obtains a negative COVID-19 test result; AND
 - The employee has had at least 72 hours without a fever without taking fever-reducing medication; AND
 - Improvement in all respiratory symptoms; AND
 - At least ten days have passed since symptoms first began.
- For employees with exposure to a confirmed or diagnosed case of COVID-19, the employee may continue to telework if available. The employee may return to the physical work site if:
 - APS has reinstated attendance at the physical work site; AND
 - The employee has completed a 14-day quarantine with no symptoms.
 - Note: if the employee is tested for COVID-19 during the 14-day quarantine and tests negative, this reentry protocol still applies. If the employee tests positive, then the employee falls into the confirmed COVID-19 category for reentry protocol.

Performance Appraisal Guidelines

End-of-year state-based performance appraisals, like Teacher Keys (TKES) and Leader Keys (LKES), have been suspended by the state. For all other employees types, based on the District's move to telework status, the 2019-2020 EPAT end-of-year phase will be optional, at the discretion of the supervisor.

For employees and supervisors choosing to move forward with the EPAT process, the End-of-Year phase "2020/End-of-Year Self Appraisal" is available in [MyPLC](#). You can access the End-of-Year Self Appraisal by going to My Evaluations, selecting Employee Performance Appraisal Tool, and opening the End-of-Year container. Employees should complete the following activities:

- End-of-Year Core Values Self Appraisal
- End-of-Year Self-Reflection
- End-of-Year Goal Review (employee sections)

Step-by-step guides are available on the [EPAT SharePoint](#) (VPN sign-in required) page and in the [familiarization tab](#) of your plan in MyPLC. *Note: MyPLC may operate best in the Google Chrome web browser.*

Telework and Video Meeting Guidelines

Employees are expected to meet the same general performance and professionalism expectations on telework status as in the regular, physical workplace. Supervisors may monitor telework activity through a variety of methods, including video meetings, daily logs, Kronos records, email correspondence, etc. Please consult George Williams, Executive Director of Employee Relations, at gwilliams@atlanta.k12.ga.us for guidance regarding concerns about an employee's work performance during telework.

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.
 - 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.