

MEMORANDUM

To: All APS Employees

From: Dr. Meria Joel Carstarphen, Superintendent

Date: June 13, 2020

Subject: Staff Survey, Your Contact Information and More Important Updates Team,

If you are home on summer break, I hope you are finding time to rest, recharge and catch up on life. If you are still working, thank you for all you are doing to get ready for what is sure to be a one-of-a-kind start to the new school year. Things move very quickly in the summer, so we will continue to provide real-time, weekly updates via email and live events. Please see below for this week's updates.

Staff Survey and Contact Information Update

The District's COVID-19 Task Force is preparing recommendations for three possible reopening scenarios: traditional face to face, virtual, or a hybrid of both. Being fully prepared for these three scenarios allows the District to be responsive to the changing nature of the COVID-19 pandemic and the most current guidance from public health officials at any given time.

On June 16th, the District will send out an electronic survey to all staff regarding their opinions on returning to work in person and support needed. The survey will be sent by district email and text message to the phone number on file in the HR system, Infor Global HR. Please take a moment to check your phone number and update it, if needed, to ensure that you receive text messages from APS over the summer. [Click here](#) for instructions.

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 six fall sports, to be conducted under very controlled circumstances ([click here for more](#)), 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.

Kronos Unavailable on Monday, June 22, 2020

Kronos Workforce Central (Kronos) is the district timekeeping application and currently requires Adobe Flash to access the application via a web browser. Adobe Flash will sunset at the end of 2020. The Atlanta Public Schools Finance and Information Technology Departments will

upgrade Kronos to permit users to use the computer application without clicking “Allow Flash.” On the upgrade day, June 22, 2020, you will **NOT** be able to punch via mobile device or computer. However, you will be able to punch on a Kronos clock (if you report to work in person).

If you are teleworking and use the mobile app or computer to punch, please contact your timekeeper to indicate your IN, OUT, and/or LUNCH times for Monday, June 22. If you have questions about the upgrade, please contact the Kronos Project Team at KronosUpdateLDAP@atlanta.k12.ga.us.

Thanks for all that you do, and stay healthy and safe!

Air hugs!

Meria