

Policy Committee Meeting
April 2, 2020 4:30 PM
Central Services Board Room

1. Call to Order
2. Moment of Silence / Pledge of Allegiance
3. Approval of Committee Minutes
4. Policy 1.8011 Emergency Closings
5. Policy 5.1151 Telework During Emergencies
6. Other Discussion
7. Adjournment

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 07/26/18
		Rescinds: 1.902	Issued: 02/06/97

1 The Board authorizes the director of schools to close schools in the event of hazardous weather or
2 any other emergency, which presents a threat to the safety of students, staff members or school
3 property.¹

4 As soon as the decision is made to close schools, or dismiss them, the director of schools will notify
5 the public media and request that an announcement be made at the earliest possible time.

6 If school is not in session or is dismissed early due to snow or inclement weather, all scheduled
7 activities at Cumberland County Schools in which students are involved may be postponed or
8 cancelled at the discretion of the director of schools.

9 Should the school day start on a delay or should schools close early due to inclement weather or for
10 other just cause, professional employees shall report fifteen (15) minutes prior to the revised start of
11 the instructional days and shall remain up to one (1) hour after the conclusion of the instruction day
12 noting that administration may use discretion to release staff as soon as possible.

13

14 EMPLOYEE RESPONSIBILITIES

15 In the event of an emergency that requires closure of a school building, group of schools, or the entire
16 district, the Director of Schools is authorized to continue to pay employees who are not able to
17 physically report for duty as a result. These employees shall receive their regular wages. Such
18 payments shall not exceed the number of days budgeted for each employee.

19

20 During such emergencies, the Director of Schools may designate certain employees as essential. Such
21 employees shall work as directed by the Director of Schools, whether that is by physical appearance at
22 work or teleworking under policy 5.1151. Essential employees may use leave to be excused from work
23 absent special permission as determined by the Director of Schools/designee.

24 This policy is effective April 2, 2020 but is made retroactive to the first day of the COVID-19 closure
25 Monday, March 16, 2020.

Legal References

1. TCA 49-6-3004(e)(1)TRR/MS 0520-01-03-02(1)(b)

Cumberland County Schools

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

9 **WORK ENVIRONMENT**

10 Employees approved for telework shall maintain a dedicated and safe work environment.

11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.
14

Cross References

Emergency Closings 1.8011