

# PSASA

Public School Administrators and Supervisors Association of Baltimore City  
2512 North Charles Street  
Baltimore, MD 21218  
Phone: 410-243-4310  
Fax: 410-243-9088

To: All PSASA Members

From: Jimmy Gittings, President

Date: November 12, 2014

RE: Determination of Essential Personnel in Inclement Weather

I am very pleased to announce that Dr. Thornton and his Executive Staff have been diligently working with PSASA to determine who would be considered essential in our Union when inclement weather occurs.

Assistant Principals, Academic Deans and Central Office Staff are no longer considered to be essential. This simply means when schools are closed due to inclement weather, Assistant Principals, Academic Deans and Central Office, Unit II Staff are no longer required to report to work.

It should be noted that the CEO has and will always have the right to identify essential personnel at his discretion. These individuals will be notified by December 1, 2014.

I want to insure our principals we are still working with management to identify a logical and safe process in handling your responsibilities when inclement weather occurs. Board Policy states and I quote, "*Liberal leave* – A situation in which employees may use accumulated vacation leave, personal leave, or compensatory time, without making the normal, advance-notice request of their supervisor. Department heads may grant time without pay to an employee who has no paid leave available for use".