



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: Employees

Date: April 27, 2021

From: George Arlotto, Ed.D. *GA*
Superintendent of Schools

Copies to: Board Members
AEL
AFSCME
SAAAAC
TAAAC

Subject: Four-Day Work Week

This memo is to advise you that starting Wednesday, June 23, 2021, and ending Tuesday, August 17, 2021, Anne Arundel County Public Schools (AACPS) employees will operate on a four-day work week schedule.¹

This action is being undertaken in recognition that a four-day work week schedule will limit AACPS facilities operations expenses and may aid in reducing environmental impacts, lower transportation costs for employees and the school district, allow employees more options in managing their personal activities, and improve employee morale and retention levels.

Employees will be required to complete their weekly contractual work hours in four days. Employees who choose not to work the extended schedule will need to use annual leave for each Friday, unless otherwise provided for in their Negotiated Agreement. Given the impact COVID-19 has on travel and work operations, employees with higher leave balances are encouraged to utilize this opportunity to work their regular hours and take annual leave on Fridays. Those employees with unique hardship situations should meet with their appropriate supervisor as soon as possible to discuss their situation. Any schedule changes during the summer must be approved in writing by the supervisor and the Executive Director of Human Resources in advance of the change.

During this time period, employees will earn the same rate of pay and are eligible for the same benefits as if they were working a traditional schedule. Accrual of annual and sick leave will continue at the existing rate. With regard to leave, an absence of a full "extended" day of sick or annual leave will result in employees being charged the hourly equivalent of 1.25 days of the leave utilized. Leave may only be taken in accordance with contractual agreements.

This year, the observance of Independence Day (July 4) occurs on Monday, July 5, 2021, and AACPS will be closed on July 5, 2021.

All employees are responsible for working the mandatory number of weekly hours, as stipulated by their job group and/or negotiated agreement. The four-day work week schedule may not result in any decrease in work productivity. Similarly, this work schedule must not result in increased personnel, benefit, overtime, or other budgetary costs for any department or division. The quantity, quality, and timeliness of employee work must be maintained. Accordingly, if teleworking operations continue during the four-day work week, increased accountability measures will be implemented to ensure employees are working their required work hours.

Any questions should be directed to Jessica S. Cuches, Executive Director of Human Resources, at 410-222-5075.

GA/JSC/sp

¹ There may be limited exceptions, approved by the Superintendent, for facilities undergoing significant renovation/construction, those hosting professional development, or where the four-day summer work week model is not feasible for this year.

Anne Arundel County Public Schools 2021 Schedule for the 4-day Work Weeks: June 23 – August 17

To find out how many hours you will work each day from June 23 through August 17...

1 Find your Work Unit ↓		2 If you work Regular Hours... <i>(Hourly equivalent of 8 days of Annual Leave will be charged—one for each Friday)</i> Exceptions to working the extended day hours is by your supervisor's written approval only .			3 If you work Extended Hours... <i>(Hourly equivalent of 1.25 days of leave will be charged for each full day of leave taken)</i>		
Number of paid hours per week		Full Day <i>Includes required 30-minute unpaid lunch</i>	1/2 Day (No Lunch)	1/4 Day (No Lunch)	Full Day <i>Includes required 30-minute unpaid lunch</i>	1/2 Day (No Lunch)	1/4 day (No Lunch)
Unit 1	37 Hours 30 Minutes	8 Hours	3 Hours 45 Minutes	---	9 Hours 52 Minutes	4 Hours 41 Minutes	---
Unit 2	40 Hours	8 Hours 30 Minutes	4 Hours	---	10 Hours 30 Minutes	5 Hours	---
Unit 3	20 Hours	4 Hours (no lunch)	2 Hours	1 Hour	5 Hours 30 Minutes	2 Hours 30 Minutes	1 Hour 15 minutes
	30 Hours	6 Hours 30 Minutes	3 Hours	1 Hour 30 Minutes	8 Hours	3 Hours 45 Minutes	1 Hours 52 Minutes
Unit 4	40 Hours	8 Hours 30 Minutes	4 Hours	2 Hours	10 Hours 30 Minutes	5 Hours	2 Hours 30 Minutes
	35 Hours	7 Hours 30 Minutes	3 Hours 30 Minutes	1 Hour 45 Minutes	9 Hours 15 Minutes	4 Hours 22 Minutes	2 Hours 11 Minutes
Unit 4 <i>School-based Secretaries*</i>	27 Hours 30 Minutes	6 Hours	2 Hours 45 Minutes	1 Hour 23 Minutes	7 Hours 22 Minutes	3 Hours 26 Minutes	1 Hour 43 minutes
Unit 4	Part time 20 Hours	4 Hours (no lunch)	2 Hours	1 Hour	5 Hours 30 Minutes	2 Hours 30 Minutes	1 Hour 15 minutes
Unit 5	40 Hours	8 Hours 30 Minutes	4 Hours	---	10 Hours 30 Minutes	5 Hours	---
Unit 6	40 Hours	8 Hours 30 Minutes	4 Hours	---	10 Hours 30 Minutes	5 Hours	---

4-day Work Week Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
4-day Week Hours Begin		JUNE 23	JUNE 24	JUNE 25 Closed
JUNE 28	JUNE 29	JUNE 30 \$	JULY 1	JULY 2 Closed
JULY 5 Closed	JULY 6	JULY 7	JULY 8	JULY 9 Closed
JULY 12	JULY 13	JULY 14 \$	JULY 15	JULY 16 Closed
JULY 19	JULY 20	JULY 21	JULY 22	JULY 23 Closed
JULY 26	JULY 27	JULY 28 \$	JULY 29	JULY 30 Closed
AUGUST 2	AUGUST 3	AUGUST 4	AUGUST 5	AUGUST 6 Closed
AUGUST 9	AUGUST 10	AUGUST 11 \$	AUGUST 12	AUGUST 13 Closed
AUGUST 16	AUGUST 17	4-day Week Hours End		

***School-Based Secretaries**

Regular Summer Hours begin June 22
 Extended Day Hours June 23–August 17.
 Regular Summer Hours resume on August 18.
 Regular School Year Hours resume on August 25.