

Important Payroll Information

Due to anticipated inclement weather from Tropical Storm Katrina, all Miami-Dade County Public Schools and facilities will be closed Thursday, August 25, 2005. All employees should not report to work unless they have been designated as essential personnel.

An email was sent by the Payroll Department, strongly recommending that payroll be completed (entered and approved) by tomorrow, Thursday, August 25, 2005. If locations were not able to complete the payroll process, there will be another opportunity to complete the payroll process on Monday, August 29, 2005 so that all employees will be paid the regularly scheduled payday.

For school site administrators, at 9:19 a.m. this morning, a memorandum from the Division of Safety and Emergency Management was sent to all principals and site administrators directing them to start preparing for inclement weather and securing the facilities. Included in this memorandum were several website links regarding hurricane preparedness, disaster recovery, and damage assessment. In order to make these documents easily accessible, links to these documents, listed in the memorandum, have been placed as a hot button within our Miami-Dade County Public Schools website, under the Employee tab. Principals should be certain their buildings are prepared for inclement weather.

For information regarding the opening/closing of Miami-Dade County Public Schools for Friday, August 25, 2005, employees should monitor the following:

- Miami-Dade County Public School website's homepage
- Hurricane Hotline at 305-995-3000
- WLRN Channel 17
- Local media

Thank you for your continued dedication and commitment to all students in Miami-Dade County Public Schools.