

Cabarrus County Schools
Emergency Stay-At-Home Staffing

I. Mandatory/Essential Personnel, defined

In emergency situations which require the closure of one or more schools, some school district personnel may be dismissed from duty for the day(s) that the schools are closed or allowed to work remotely (telework) while others—defined as “mandatory/essential personnel”—may be required to report for regular duty. The purpose for requiring mandatory/essential personnel to report is to protect property from damage or further damage; to repair damage to property; or to continue business operations which are critical to the school district and its stakeholders.

Mandatory/Essential personnel at school sites shall be defined as

- Principal, Assistant Principals, Deans
- ***Head Custodians**

Mandatory/Essential personnel at the Education Center and District-Wide shall be defined as

- All members of the Superintendent’s Cabinet
- ***All Maintenance/Facility Department employees excluding office support**
- ***Head custodian**
- Directors and Salaried Supervisors (***as identified/required by cabinet member**)
- ***Identified Drivers and School Nutrition Employees needed for Feeding Sites**
- ***Mechanic Supervisors**
- Other as identified by district (***as identified/required by cabinet member**)

If required to report to work everyday and no telework/remote work available *denotes employees who may be eligible for time and half with supervisor approval.

To the extent permitted mandatory/essential personnel shall receive a district letter allowing them to travel and access our properties in an emergency and when not working remotely.

Mandatory/Essential personnel may choose to report to work or take appropriate leave. Please coordinate all absences with supervisor and see email from finance regarding leave options/coding.

II. Non-Mandatory/Non-Essential Personnel, defined

Non-Mandatory/Non-Essential employees identified may work remotely under the guidance of their supervisor to support the needs of the district.

- All Office/Support Staff: Clerical, Treasurer, Data Manager, Testing
- Transportation Planners
- Finance Department staff
- Human Resources Department staff
- Technology Staff
- Accountability Staff
- Non-supervisory certified staff (i.e. teachers, counselors, social workers, media, ITF, etc.)
- Teacher Assistants
- SNP Field Supervisors
- Other: As identified by district

Mandatory/Essential or non-mandatory /non-essential employees (including temporary and permanent employees) who cannot work because they have childcare or eldercare needs due to COVID-19-related facility closings may receive recently approved paid State of Emergency Leave up to the maximum hours allowed **if not able to remote/telework**.

Mandatory/Essential or non-mandatory/non-essential employees (including temporary and permanent employees) who are sick due to symptoms consistent with COVID-19 or who are caring for a dependent with such symptoms, or a health care provider has advised the employee to self-quarantine due to concerns related to COVID-19 will receive State of Emergency Leave up to the maximum hours allowed **if not able to remote/telework**. All other medically related absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if previously approved.

III. “High Risk” Employees-Employees defined

Over 65 years of age; have underlying health conditions; or a weakened immune system or as identified by state or federal health authorities as high risk. Employees providing care to someone at high risk are also considered high risk employees. If feasible, this group will be provided opportunities to telework/remote. **If teleworking is not feasible**, the leave provisions of Section 9.4.2 will apply. (See below)

Mandatory/Essential employees who cannot work because they are high risk and who have not been assigned alternate telework duties may receive paid State of Emergency Leave up to the maximum hours allowed.

IV. No Available Work, defined

The category of employees with no available work options under a Stay-At-Home order may use appropriate leave codes to remain on the payroll, if eligible. Please see document from the finance department. If currently eligible for benefits, then you will continue to receive those benefits (i.e. health care). Please also see the attached Section 9.4.2 Contagious Disease Policy to Address COVID-19 Pandemic and the summary included in this document by category.

- Bus/Van Drivers
- TSA/Monitors
- School Nutrition Staff
- Kids Plus Staff
- Custodians

No Work Available (including temporary and permanent employees, as well as employees who report to work for reduced hours) who are unable to telework who have not been authorized by their supervisor to continue to report to work will receive the recently approved paid State of Emergency Leave up to the maximum hours allowed because their position duties cannot be performed remotely and reasonable alternate remote work is not feasible or productive, as determined by the employer.

You may also file for unemployment under the Family First Coronavirus Response Act- Unemployment Benefits Due to Covid-19. This option allows employees who have a Reduction in Work Hours due to a medical condition or communicable disease control measures enacted by federal, state or local government entity or a public health professional to apply for unemployment. An employee may apply for [unemployment insurance](#) benefits immediately upon loss of work or reduction in hours. The usual one-week waiting period for benefits is waived, as is the requirement to be available and actively looking for work.

What if I filed a claim, but have now returned to work with the emergency paid sick leave option?

If you are using the State Emergency Sick Leave option to cover 'no work available' or reduced hours, you should immediately stop filing for UI benefits and let DES know that you have returned to work. You may contact DES by email at des.ui.customerservice@ncommerce.com.

9.4.2 Paid State of Emergency Leave

Consistent with usual work schedules, up to 168 hours of paid State of Emergency Leave may be granted by employers during the period of April 1 – April 30, 2020, after which time unused leave expires. The employee may use the leave for the following:

1. **Mandatory/ Essential or Non-Mandatory/Non-Essential employees** (including temporary and permanent employees) who cannot work because they have childcare or eldercare needs due to COVID-19-related facility closings may receive paid State of Emergency Leave up to the maximum hours allowed. Mandatory employees who cannot work because they are high risk and **who have not been assigned alternate telework duties** may receive paid State of Emergency Leave up to the maximum hours allowed.
2. **No Work Available** (including temporary and permanent employees, as well as employees who report to work for reduced hours) **who are unable to telework who have not been authorized by their supervisor to continue to report to work** will receive paid State of Emergency Leave up to the maximum hours allowed if they cannot telework because their position duties cannot be performed remotely and reasonable alternate remote work is not feasible or productive, as determined by the employer.
3. **Mandatory/Essential employees** who have a reduced on-site schedule, at the discretion of the employer, may take paid State of Emergency Leave for the balance of hours where they have not been assigned on-site or remote duties.
4. **Part-time employees with irregular schedules**, paid State of Emergency Leave should be based upon the employee's average hours per week over the course of the previous month. In no case will paid State of Emergency Leave exceed 40 hours per week. Part-time employees shall receive a pro-rated share of the 168 State of Emergency Leave hours.
5. **Mandatory/Essential or Non-Mandatory/Non-Essential** employees (including temporary and permanent employees) who are sick due to symptoms consistent with COVID-19 or who are caring for a dependent with such symptoms, or a health care provider has advised the employee to self-quarantine due to concerns related to COVID-19 will receive State of Emergency Leave up to the maximum hours allowed **if remote/telework not feasible**. All other medically related absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if previously approved.
6. **Non-mandatory/Non-Essential/No Work Available** employees who were on other pre-approved leave of absences, choose not to work, or are unavailable for reasons other than provided for in this State of Emergency Leave provision must use available and applicable leave types, such as vacation/annual leave, bonus leave, or compensatory leave.
7. **Substitute employees** are not entitled to leave under this provision.

Additional State of Emergency Leave: Up to ninety-six (96) hours of State of Emergency Leave are available for all employees who requested leave during the school closure period of March 16-March 31, 2020, for those reasons set forth above as it relates to COVID-19. This leave shall be pro-rated for part-time personnel and may be retroactively applied to employees who took leave during this closure period (paid or unpaid leave).