



School Closing Guidelines for Staff

Friday, January 22, 2016

School Closed for Students / Planning/Staff Development Day for Staff Make Up Day for Students and Staff: Monday, February 15, 2016

All payroll guidance is based on the following:

Hourly paid staff are protected under FLSA (fair labor standards act). Time missed from work can be made up or leave must be taken to be paid.

Monthly paid staff are exempt from FLSA. Exempt staff are responsible for completing their job responsibilities and accounting for their day.

12 Month Exempt	12 Month Hourly	10 Month Exempt	10 Month Hourly (Built in Annual Leave Days)	10 Month Hourly (No Built in Annual Leave Days)
Staff who are paid a monthly salary and work 12 months . These individuals are not required to take built in leave days per school calendar.	Staff who are paid an hourly wage and work 12 months . These individuals are not required to take built in leave days per school calendar.	Staff who are paid a monthly salary and work less than 12 months . These individuals are required to take built in leave days per school calendar.	Staff who are paid an hourly wage and work less than 12 months. These individuals are required to take built in leave days per school calendar.	Staff who are paid an hourly wage and work less than 12 months. These individuals are not required to take built in leave days per school calendar.
Administrators, Managers, Principals, Assistant Principals, Directors, 11 and 12 Month Certified Staff	Clerical, Custodial, Office Staff, Treasurers, Facilities and Operations, Transportation, Mechanics, Support Staff	Certified Staff	Instructional Support-Noncertified, Teacher Assistant, Behavioral Management Technician, EC Job Coach, Child Nutrition, Bus Driver	Clerical, Custodial, Support Staff

What do I do when?

School is closed for students; swapped planning/staff development day?

Principals will coordinate buildings being open for the following options: Option 1: report to work. Option 2: take a leave day (annual, flex/comp, sick if you are sick). Leave must be recorded in AESOP (school cut-off time) or TimeKeeper. Payroll will NOT automatically deduct the leave.	Principals/directors will coordinate buildings being open for the following options: Option 1: report to work. Option 2: take a leave day (annual, sick if you are sick). Option 3: make up time within the pay period under supervisor approval. Option 4: take reduced pay for hours not worked. Leave must be recorded in AESOP (school cut-off time) or TimeKeeper. Hours for the week should not exceed normal hours for the pay period. Payroll will NOT automatically deduct the leave.	School is closed for students. Principals will coordinate buildings being open for the following options: Option 1: report to work. Option 2: take a leave day (annual, flex/comp, sick if you are sick). Leave must be recorded in AESOP (school cut-off time) or TimeKeeper. Payroll will NOT automatically deduct the leave.	School is closed for students. Principals will coordinate buildings being open for the following options: Bus and CNP may elect Option 2 or Option 4 only. Option 1: report to work. Option 2: take a leave day (annual, sick if you are sick). Option 3: make up time within the pay period under supervisor approval. Option 4: take reduced pay for hours not worked. Leave must be recorded in AESOP (school cut-off time) or TimeKeeper. Hours for the week should not exceed normal hours for the pay period based. Payroll will NOT automatically deduct the leave.	Principals will coordinate buildings being open for the following options: Option 1: report to work. Option 2: take a leave day (annual, sick if you are sick). Option 3: make up time within the pay period under supervisor approval. Option 4: take reduced pay for hours not worked. Leave must be recorded in AESOP (school cut-off time) or TimeKeeper. Hours for the week should not exceed normal hours for the pay period. Payroll will NOT automatically deduct the leave.
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Employees should only travel when safe.

If you deem travel is unsafe for you and options 1 and 2 are not feasible, please contact your principal to determine when a make up day/time can be scheduled. Work that can only be done during student attendance like bus driving or school nutrition can not be made up.

Safety First! Be sure conditions are safe before attempting to travel!