



School Closing Guidelines for Staff

Tuesday, January 26, 2016

School Closed for Students (forgiven) / Weather Related Work Day for Staff

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.

10, 11 or 12 Month Exempt	Hourly / Bi-Weekly
Staff who are paid a monthly salary once per month.	Staff who are paid hourly on the bi-weekly schedule.
Administrators, Managers, Principals, Assistant Principals, Directors, 10, 11 and 12 Month Certified Staff	Instructional Support-Noncertified (Teacher Assistant, Behavioral Management Technician, EC Job Coach), Child Nutrition, Bus Driver, Clerical, Custodial, Office Staff, Treasurers, Facilities and Operations, Transportation, Mechanics, Support Staff
What do I do when ----- > School is closed for students; day is forgiven for students and optional work day for staff?	
<p>School is closed for students. Principals will coordinate buildings being open for the following options:</p> <p>Option 1: report to work following a 2 hour delay.</p> <p>Option 2: take a leave day (annual, flex/comp, sick if you are sick).</p> <p>Option 3: elect to work from home and certify hours worked for weather related day.</p> <p>If you elect to work from home, submit leave code 61-"Certification of Hours Worked" to AESOP (prior to school cut-off time) or submit a time exception for code 61.</p> <p>Treasurer will coordinate a signed certification by week's end.</p> <p>Leave should be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exception submitted. Payroll will NOT automatically deduct the leave.</p>	<p>School is closed for students. Principals will coordinate buildings being open for the following options:</p> <p>Bus and CNP may elect Option 2 or Option 4 only.</p> <p>Option 1: report to work following a 2 hour delay.</p> <p>Option 2: take a leave day (annual, sick if you are sick).</p> <p>Option 3: make up time within the pay period under principal or supervisor approval.</p> <p>Option 4: take reduced pay for hours not worked.</p> <p>Hours for the pay period should not exceed total pay for the 2 week pay period. Number of hours needed should be coordinated with treasurer.</p> <p>Leave should be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exception submitted. Payroll will NOT automatically deduct the leave.</p>

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