



# School Closing Guidelines for Staff

**Thursday, February 20, 2020**

## Early Dismissal (2 hours)

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 <b>monthly salary</b> 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), School Nutrition, Bus Driver, Clerical, Custodial, Office Staff, Treasurers, Facilities and Operations, Transportation, Mechanics, Support Staff
<b>What do I do when ----- &gt; School is dismissed early?</b>	
<p>Principal will dismiss staff as quickly as possible after students have safely left the premises.</p> <p>Staff may follow early dismissal.</p> <p>Salary is not adjusted for early dismissal.</p>	<p>Principal will dismiss staff as quickly as possible after students have safely left the premises.</p> <p>Bus staff will follow early dismissal but will work until students are delivered home.</p> <p>SNP may request to make up hours from supervisor (if any).</p> <p>All others in this category may follow early dismissal and:</p> <p>Option 1: make up time within the pay period with principal or supervisor approval.</p> <p>Option 2: take appropriate leave (annual, sick if you are sick).</p> <p>Option 3: 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.</p> <p>Number of hours needed should be coordinated with treasurer.</p>

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