



# School Closing Guidelines for Staff

## Friday, February 21, 2020

### School Closed for Students (forgiven) / Optional 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
<p>Staff paid a <b>monthly salary</b> once per month.</p> <p>Administrators, Managers, Principals, Assistant Principals, Directors, Supervisors, 10, 11 and 12 Month Certified Staff</p>	<p>Staff paid hourly on the bi-weekly schedule.</p> <p>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</p>
<b>What do I do when ----- &gt; School is closed and day is forgiven for students; weather related workday for staff?</b>	
<p>School is closed for students. Principals will coordinate buildings being open for the following options:</p> <p><b>Option 1:</b> Staff who feel safe, may report to their home school.</p> <p><b>Option 2:</b> take a leave day (annual, flex/comp, sick if you are sick).</p> <p><b>Option 3:</b> 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.</p> <p>Leave should be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exception request 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><b>Bus and SNP may elect Option 2 or Option 4 only.</b></p> <p><b>Option 1:</b> Staff who feel safe, may report to their home school.</p> <p><b>Option 2:</b> take a leave day (annual, sick if you are sick).</p> <p><b>Option 3:</b> make up time within the pay period under principal or supervisor approval.</p> <p><b>Option 4:</b> 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 request submitted. Payroll will NOT automatically deduct the leave.</p>

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