



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

Monday, January 25, 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
2 days must be accounted for using any of the allowable options:	2 days must be accounted for using any of the allowable options:
Principals will coordinate buildings being open for the following options: Option 1: report to work following a 2 hour delay on Monday. Exempt staff who worked on Friday and signed into TimeKeeper have accounted for Friday, make up is not required. Option 2: take a leave day (annual, flex/comp, sick if you are sick). Option 3: elect to work from home and certify hours worked for ONE of the 2 weather related days - Friday or Monday. . If you elect to work from home, submit leave code 61-"Certification of Hours Worked" to AESOP (prior to school cut-off time on Monday) or submit a time exception for code 61. Each certified employee may elect to certify ONE day as work from home. Treasurer will coordinate a signed certification by week's end. Leave must be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exceptions submitted. 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 following a 2 hour delay on Monday. Option 2: take a leave day (annual, sick if you are sick). Option 3: make up time within the pay period under principal or supervisor approval. Option 4: take reduced pay for hours not worked. Hours for the pay period should not exceed total pay for the 2 week pay period. Hours needed should be coordinated with treasurers. Leave must be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exceptions submitted. Payroll will NOT automatically deduct the leave.
For exempt staff – there are 2 days to account for (Friday and Monday) • One day can be a work from home day (**Max of one Code 61**) • One day cannot	For non-exempt staff – there are 2 days to account for (Friday and Monday) • Leave can be taken for both days • Hours can be made up under most circumstances

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