



# School Closing Guidelines for Staff

**Monday, March 16, 2020**

## School Closed for Students / Optional Work Day for Staff Executive Order 117 - Statewide Closure of K-12 Public Schools

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 paid a <b>monthly salary</b> once per month.	Staff paid hourly on the bi-weekly schedule.
Administrators, Managers, Principals, Assistant Principals, Directors, Supervisors, 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

**What do I do when ----- > School is closed and workday for staff?**

<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, or new absence code 24: school closure).</p> <p>Leave must be recorded in TimeKeeper as an exception request or AESOP (prior to school cut-off time). 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>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, or new absence code 24: school closure).</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 must be recorded in TimeKeeper as an exception request or AESOP (prior to school cut-off time). Payroll will NOT automatically deduct the leave.</p>
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School Closure Absence Code 24 - State agencies have a new option to support employees who need to take time off due to COVID-19 infection or exposure, to care for sick family members, or to manage other eligible COVID-19 issues. School districts may advance leave to employees without accrued leave to cover missed work time, allowing 24 months to make up the time without penalty.