



School Closing Guidelines for Staff

Thursday, March 18, 2021

Remote Learning for Students / Optional Remote Day for Select 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 |
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| Staff paid a monthly salary 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 for onsite learning; optional remote day for select staff?

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| <p>School is closed for onsite learning; buildings will be open for the following options</p> <p>Certified 10, 11 and 12 month staff may:</p> <ul style="list-style-type: none"> * report to work, or * work from home, or * take leave (sick if you are sick). <p>All other exempt staff may:</p> <ul style="list-style-type: none"> * report to work, or * work from home, or * take leave (annual, flex/comp, personal, sick if you are sick). <p>Leave must be recorded in TimeKeeper as an exception request. Payroll will NOT automatically deduct the leave.</p> | <p>School is closed for onsite learning; buildings will be open for the following options</p> <p>Employees who have option to work remotely may:</p> <ul style="list-style-type: none"> * report to work, or * work from home, or * take reduced pay for hours not worked, or * take leave (annual, sick if you are sick). <p>Bus may:</p> <ul style="list-style-type: none"> * work alternate assignments as approved (STA-COVID), or * take reduced pay for hours not worked, or * take leave (annual, sick if you are sick). <p>SNP and KidsPlus may:</p> <ul style="list-style-type: none"> * take reduced pay for hours not worked, or * take leave (annual, sick if you are sick). <p>Leave must be recorded in TimeKeeper as an exception request. Payroll will NOT automatically deduct the leave.</p> |
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- Quarantined staff who are eligible to tele/remote work will NOT clock into TimeKeeper/AESOP.
 - HR will continue to submit codes for quarantined staff to the treasurer and supervisor so that quarantines may be tracked.
- Employees defined as a close contact to a COVID positive or experiencing COVID symptoms are still required to email the ccsemployeehealthexposure@cabarrus.k12.nc.us account for next steps.
- Employees should reach out to their supervisors with specific questions and guidance on work options.