



# School Closing Guidelines for Staff

Monday, March 23 / **Optional** Work Day for Staff

Tuesday, March 24 - Thursday March 26 / **Required** Work Day for Exempt Staff / **Optional** Work Day for Hourly

Friday, March 27 / **Optional** Work Day for Staff

## School Closed for Students

### 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
<b>What do I do when ----- &gt; School is closed and 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 are expected to work from home unless it is not possible You must coordinate with your principal or supervisor before reporting to your home school.</p> <p><b>Option 2:</b> take a leave day (annual, flex/comp, sick if you are sick, or new absence code 34: school closure).</p> <p><b>Option 3:</b> work from home and certify hours worked for virtual work day.</p> <p>If you elect to work from home, submit leave code 61-"Certification of Hours Worked" as a time exception in TimeKeeper or an absence in AESOP prior to school cut-off time.</p> <p>Treasurer will coordinate a signed certification.</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 34: 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>
<p style="text-align: center;">School Closure Absence Code 34 - Cabarrus County Schools has added a new absence code 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. Employees without accrued leave may be permitted to cover missed work time using the new code and will be provided additional time to make up the time without penalty.</p> <p style="text-align: center;">NOTE:</p> <p style="text-align: center;">If you are NOT sick, you must exhaust all flex and annual leave prior to using code 34. If you ARE eligible to use sick, you must exhaust all flex, annual and sick prior to using code 34.</p>	

**Safety First!**