

## **Cabarrus County Schools Emergency Stay-At-Home Staffing**

### **I. Essential Personnel, defined**

In emergency situations which require the closure of one or more schools, some school district personnel may be dismissed from duty for the day(s) that the schools are closed or allowed to work remotely (telework) while others—defined as “essential personnel”—may be required to report for regular duty. The purpose for requiring essential personnel to report is to protect property from damage or further damage; to repair damage to property; or to continue business operations which are critical to the school district and its stakeholders.

Essential personnel at school sites shall be defined as

- Principal, Assistant Principals, Deans
- Head Custodians

Essential personnel at the Education Center and District-Wide shall be defined as

- All members of the Superintendent’s Cabinet
- All Maintenance/Facility Department employees excluding office support
- Head custodian
- Directors and Salaried Supervisors
- Identified Drivers and School Nutrition Employees needed for Feeding Sites
- Mechanic Supervisors
- Other as identified by district

To the extent permitted essential personnel shall receive a district letter allowing them to travel and access our properties in an emergency and when not working remotely.

Essential personnel may choose to report to work or take appropriate leave. Please coordinate all absences with supervisor and see email from finance regarding leave options/coding.

### **II. Non-Essential Personnel, defined**

Non-Essential employees identified may work remotely under the guidance of their supervisor to support the needs of the district.

- All Office/Support Staff: Clerical, Treasurer, Data Manager, Testing
- Transportation Planners
- Finance Department staff
- Human Resources Department staff
- Technology Staff
- Accountability Staff
- Non-supervisory certified staff (i.e. teachers, counselors, social workers, media, ITF, etc.)
- Teacher Assistants
- SNP Field Supervisors
- Other: As identified by district

### III. No Available Work, defined

The category of employees with no available work options under a Stay-At-Home order may use appropriate leave codes to remain on the payroll, if eligible. Please see document from the finance department. If currently eligible for benefits, then you will continue to receive those benefits (i.e. health care).

You may also file for unemployment under the Family First Coronavirus Response Act- Unemployment Benefits Due to Covid-19. This option allows employees who have a Reduction in Work Hours due to a medical condition or communicable disease control measures enacted by federal, state or local government entity or a public health professional to apply for unemployment. An employee may apply for [unemployment insurance](#) benefits immediately upon loss of work or reduction in hours. The usual one-week waiting period for benefits is waived, as is the requirement to be available and actively looking for work.

- Bus/Van Drivers
- TSA/Monitors
- School Nutrition Staff
- Kids Plus Staff
- Custodians

We are here to assist you and support you through this challenging season. Please contact your supervisor if you have questions or need assistance.

Note: Substitutes are not eligible for leave or other benefits when work is not available.