



# School Closing Guidelines for Staff

## Friday, March 27 through Tuesday, March 31, 2020

### Mecklenburg Residents - Thursday, March 26 through Tuesday, March 31, 2020

#### Stay-at-Home order for Cabarrus County

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 for stay at home order?</b>	
<p>Building closed for everyone except essential personnel. All others may use the following options:</p> <p><b>Option 1:</b> Only <b>essential</b> personnel (as referenced by HR) may report to the building on an <b>as needed basis</b>.</p> <p><b>Option 2:</b> take a leave day (annual, flex/comp, sick if you are sick).</p> <p><b>Option 3:</b> take a leave day (34-school closure) to be made up or offset with future accrued leave. (leave must be exhausted - see details in red below)</p> <p><b>Option 4:</b> work from home and certify hours worked for virtual work day. Staff are expected to work from home unless you are essential staff.</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 style="color: red; font-size: small;">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 hours or offset with future accrued leave.</p> <p style="text-align: center; font-weight: bold; font-size: small;">NOTE:</p> <p style="color: red; font-size: small;">If you are <b>NOT</b> sick, you must exhaust all flex and annual leave prior to using code 34 (exception allowed for annual leave reserved for Spring Break) . If you <b>ARE</b> eligible to use sick, you must exhaust all flex, annual and sick prior to using code 34 (exception allowed for annual leave reserved for Spring Break) .</p>	<p>Building closed for everyone except essential personnel. All others may use the following options:</p> <p><b>Option 1:</b> Only <b>essential</b> personnel (as referenced by HR) may report to the building <b>as required by roles and responsibilities</b>.</p> <p><b>Option 2:</b> take a leave day (annual, sick if you are sick).</p> <p><b>Option 3:</b> take a leave day (34-school closure) to be made up or offset with future accrued leave. (leave must be exhausted - see details in red below)</p> <p><b>Option 4:</b> take reduced pay for hours not worked (no loss of insurance benefits).</p> <p><b>Option 5: Non-essential</b> personnel (as referenced by HR) may work from home and certify hours worked for virtual work day. 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. Treasurer will coordinate a signed certification.</p> <p>Hours for the week should not exceed normal work hours.</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>