



School Closing Guidelines for Staff

Wednesday, May 1, 2019

School Closed for Students / Optional Work Day for ALL 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
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 students; optional workday for staff?	
<p>School is closed for students; buildings being open for the following options:</p> <p>Option 1: Staff may report to work.</p> <p>Option 2: take a leave day (annual, flex/comp, sick if you are sick).</p> <p>Leave should be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exception request submitted. Payroll will NOT automatically deduct the leave.</p>	<p>School is closed for students; buildings being open for the following options:</p> <p>NOTE: Bus may elect option 2 or option 4. SNP may elect any combination of options 1 - 4 ***</p> <p>Option 1: Staff may report to work.</p> <p>Option 2: take a leave day (annual, sick if you are sick).</p> <p>Option 3: make up time within the pay period under principal or supervisor approval.</p> <p>Option 4: 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 should be recorded in AESOP (prior to school cut-off time) or a TimeKeeper exception request submitted. Payroll will NOT automatically deduct the leave.</p>

Safety First! Be sure conditions are safe before attempting to travel!