



School Closing Guidelines for Staff

Wednesday, May 16, 2018

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?

School is closed for students; buildings being open for the following options:

Option 1: Staff may report to work.

Option 2: take a leave day (annual, flex/comp, sick if you are sick).

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.

School is closed for students; buildings being open for the following options:

NOTE: Bus and SNP may elect any combination of options 1 - 4 ***

Option 1: Staff may report to work.

Option 2: take a leave day (annual, sick if you are sick).

Option 3: make up time within the pay period under principal or supervisor approval.

Option 4: take reduced pay for hours not worked.

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.

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.