



# School Closing Guidelines for Staff

Friday, May 1 - Friday, May 29, 2020

## Stay-at-Home order for Cabarrus County and North Carolina

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   |
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| 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 |

**What do I do when ----- > School is closed for stay at home order?**

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| <p>Building closed for everyone except essential personnel. All others may use the following options:</p> <p>Option 1: Only essential personnel (as referenced by HR) may report to the building on an as needed basis.</p> <p>Option 2: 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>Option 3: take State of Emergency Leave (code 44), if eligible.</p> <p>Option 4: take leave (annual, flex/comp, personal, sick if you are sick).</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>Building closed for everyone except essential personnel. All others may use the following options:</p> <p>Option 1: Only essential personnel (as referenced by HR) may report to the building as required by roles and responsibilities.</p> <p>Option 2: Non-essential 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>Option 3: take State of Emergency Leave (code 44), if eligible.</p> <p>Option 4: take leave (annual or sick if you are sick).</p> <p>Option 5: take reduced pay for hours not worked.</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> |
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State of Emergency Leave (code 44) - In order to help protect the public health and safeguard the well-being public school employees, the North Carolina State Board of Education authorizes State of Emergency COVID-19 Sick Leave ("State of Emergency Leave") in response to the pandemic. Follow up with your immediate supervisor to determine eligibility.

[click here for policy - State of Emergency Sick Leave - Section 9.4.2 \(Benefits and Policy Manual\).pdf](#)