



School Closing Guidelines for Staff

Friday, September 30, 2022

School Closed for Students (Forgiven) / Optional Remote Day for Select 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 and day is forgiven for students; weather related workday for staff?	
<p>School is closed for students. Principals will coordinate buildings being open for the following options:</p> <p>Certified 10, 11 and 12 month staff may:</p> <ul style="list-style-type: none"> * report to work, or * work from home using leave code 61-certification of hours worked, or * take approved leave (annual, flex/comp, personal, sick if you are sick). <p>All other exempt staff may:</p> <ul style="list-style-type: none"> * report to work, or * work from home using leave code 61-certification of hours worked, or * take approved leave (annual, flex/comp, sick if you are sick). <p>Leave must be recorded in TimeKeeper as an exception request. Payroll will NOT automatically deduct the leave.</p>	<p>School is closed for students. Principals will coordinate buildings being open for the following options:</p> <p>Bus driver, SNP, KP staff may:</p> <ul style="list-style-type: none"> * take reduced pay for hours not worked, or * take leave (annual, sick if you are sick). <p>All other staff may:</p> <ul style="list-style-type: none"> * report to work, or * make up time within the pay period under principal or supervisor approval, or * take reduced pay for hours not worked, or * take leave (annual, sick if you are sick). <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 must be recorded in TimeKeeper as an exception request. Payroll will NOT automatically deduct the leave.</p>
• Employees should reach out to their supervisors with specific questions and guidance on work options.	

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