



**DIVISION OF HUMAN RESOURCES
EMPLOYEE RELATIONS
840-7139**

INTER-OFFICE COMMUNICATION

TO: All Sites
FROM: Mark West, General Manager of Employee Relations
SUBJECT: Closure of School District Facilities
Declared Emergency: DUTY COMPENSATION

The Superintendent shall determine when the district's school system, or any portion thereof, shall close for a declared emergency. The day(s) of closure are not declared holiday(s). **Permanent employees** who were scheduled to work and are instructed to not report are considered on duty and will be paid; see guidelines below. Additionally, certain **temporary and substitute employees** may be eligible for duty compensation; see below. If additional procedures to report and record duty compensation due to emergency closure are implemented, instructions will be forthcoming.

- I. **Permanent employees** instructed to not report during an emergency closure will be paid their normal scheduled pay. Bus Drivers will be paid their Guarantee Day (7 hrs) for day(s) of closure. Riders will be paid their Guarantee Day (6 hrs) for day(s) of closure.
- II. **Non-exempt employees**, i.e., most instructional support, required to report to work during an emergency closure to perform their normal duties, will be paid their normal scheduled pay, and will be additionally compensated as follows:
 - a. Straight time for any hours worked during the declared emergency closure that did not result in the employee being paid for more than 40 total hours for the work week.
 - b. Time and one-half for any hours in excess of 40 total hours for the work week.
- III. **Exempt employees**, i.e. administrators, teachers, professional or technical required to work during an emergency closure, will be paid their normal scheduled pay, and will be additionally compensated as follows:
 - a. Comp time, at straight time, for hours worked which coincide with their **"regularly scheduled workday."**
 - b. For hours worked in excess of, or other than, their regularly scheduled workday, compensation shall be their hourly salary paid at straight time.
- IV. **Permanent teachers** with a **T-pay** for an additional instructional period during their regular instructional day, will be paid for that additional period for the day(s) of the emergency closure. However, HOST, Additional Assignments (before or after school) and VPK (before or after) will not receive pay for emergency closure.
- V. **Long-term substitutes and long-term temporary employees** who have **substituted** in the **same position 20 days or more** will be paid.
- VI. **Substitutes** will not be paid, other than those on long-term assignments; see item V.
- VII. **Permanent employees** who had previously requested paid leave (sick/personal/vacation) **for only the day(s) of the emergency closure** **AND** were in attendance the day before **AND** the day after the emergency closure(s), will not be charged leave for the day(s) of the closure.
- VIII. **Permanent employees** who previously requested paid leave (sick/personal/vacation) which included the **DAY BEFORE** the emergency closure and the **DAY(S) OF** the emergency closure, will be charged leave for the emergency closure day(s).
- IX. **Permanent employees** who previously requested multiple days paid leave (sick/personal/vacation) which was to begin **ON** the first day of the emergency closure and **CONTINUE AFTER**, shall be charged for their entire requested leave.
- X. **All employees** absent on the day of the emergency (closure) who do not return the next work day after emergency closure shall be charged for all days missed.