



School Closure & Late Start/Early Dismissal Instructions for Payroll by Contract

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Custodians

- If School is closed: You should report to work unless conditions hinder your ability to make it to work. If you are unable to report to work, you can take one of the following actions:
 - Use one of these leave balances (floating holiday, personal or vacation). **You should put this time off in AESOP yourself/payroll will not be doing this on your behalf.**
 - Take the day unpaid
- If School starts late or is dismissed early, the same options apply as when school is closed. **Any absences (even partial day) should be entered by you/payroll will not be doing this on your behalf.**

Food Service

If School is closed:

Action Needed-Employee: Decide if you want to take the day as an emergency leave day (if you have sick time available), use a personal day, take the day unpaid or make up the time in coordination with your direct supervisor. **The default will be to have this day be an emergency leave day, unless payroll is notified otherwise.**

Payroll: Will enter in the SNOW pay (deducted from either sick or personal) as needed on your behalf/**DO NOT PUT ANYTHING INTO AESOP OR VERITIME.**

NEW: Starting with the 3rd school closure day in a given school year, food service employees will be given the opportunity to complete an assignment/training made available by the Food Services Manager and those who complete the assignment/training will be compensated for their normal scheduled shift for that day (Payroll will enter this time into Veritime).

If School is dismissed early, if you have already reported and not yet completed your shift, you will be paid for the remainder of your shift as if you were here. **Payroll will adjust your hours worked in Veritime as these situations occur.**

If your start time is before school starts, and you report before school is canceled for the day, you will receive a **minimum of two hours of pay.**

Paraeducators

If School is closed:

1st closure: You are paid in full

Action Needed-Employee: None

Payroll: Will enter in the SNOW pay on your behalf

2nd closure and every one thereafter: You have four options (see below)

Action Needed-Employee: You can either take the day as an emergency leave day (if you have sick time/emergency leave days available), use a personal day, take the day unpaid or report to a designated worksite determined by the District-may involve completing duties outside your job description. **The default will be to have this day be an emergency leave day, unless payroll is notified otherwise.**

Payroll: Will enter in the type of pay you requested (deducted from either sick or personal) as needed on your behalf/**DO NOT PUT ANYTHING INTO AESOP OR VERITIME.**

If School starts late or is dismissed early, you will be paid for your entire scheduled day as if you were here (no sick/personal time needs to be used). **Payroll will adjust your hours worked in Veritime as these situations occur.**

Health Assistants

If School is closed:

Action Needed-Employee: Decide if you want to take the day as an emergency leave day (if you have sick time available), use a personal day, use a floating holiday (if applicable), take the day unpaid, make up the time in coordination with your direct supervisor or report to work. **The default will be to have this day be an emergency leave day, unless payroll is notified otherwise.**

Payroll: Will enter in the SNOW pay (deducted from your leave balance) as needed on your behalf/**DO NOT PUT ANYTHING INTO AESOP OR VERITIME.**

If School starts late or is dismissed early, you have the same options to choose from when school is closed. **Payroll will adjust your hours with the partial day SNOW pay (deducted from your leave balance) as needed in Veritime/DO NOT ADJUST VERITIME.** The default will be to have this partial day be an emergency leave day, unless payroll is notified otherwise.

Secretaries-Range 1 & 2 at schools

If School is closed:

Action Needed-Employee: Decide if you want to take the day as an emergency leave day (if you have sick time available), use a personal day/comp time (if applicable), use a floating holiday (if applicable), take the day unpaid or make up the time in coordination with your direct supervisor (you may come in and work on the closure day if approved by your direct supervisor AND there is work available). **The default will be to have this day be an emergency leave day, unless payroll is notified otherwise.**

Payroll: Will enter in the SNOW pay (deducted from your leave balance) as needed on your behalf/**DO NOT PUT ANYTHING INTO AESOP OR VERITIME.**

If School starts late or is dismissed early, you have the same options to choose from when school is closed. **Payroll will adjust your hours with the partial day SNOW pay (deducted from your leave balance) as needed in Veritime/DO NOT ADJUST VERITIME. The default will be to have this partial day be an emergency leave day, unless payroll is notified otherwise.**

Secretaries-Range 3 & District Office (Non-Range 3)

If School is closed: You should report to work unless conditions hinder your ability to make it to work. If you are unable to report to work, you can take one of the following actions:

- Use one of these leave balances (comp time, floating holiday, personal, vacation).
You should put this time off in AESOP yourself/payroll will not be doing this on your behalf.
- Take the day unpaid
- Make up the time by working with your direct supervisor.
- (For District Office Non-Range 3 only)-Take an emergency leave day (deducted from sick time)-**you should put this time off in AESOP yourself/payroll will not be doing this on your behalf.**
- If School starts late or is dismissed early, the same options apply as when school is closed. **Any absences (even partial day) should be entered by you/payroll will not be doing this on your behalf.**

Teachers

- If School is closed:
 - No action needed as the day becomes an E-Learning Day from home
 - If a Teacher had previously scheduled time-off (personal or sick):
 - Teacher **Participates** in CoLD Day
 - Required to notify the Building Principal, Building Secretary, and Cindy Gregory (HR Admin. Asst.) within 48 hours to credit back their time off.
 - Building Secretary to remove Teacher absence in AESOP and Cindy Gregory (HR Admin. Asst.) will audit to confirm change.
 - Teacher **Does Not Participate** in CoLD Day
 - No action is necessary-time off will be deducted from their allotment.
- If School starts late or is dismissed early, no action is needed (you will still be compensated for a full day of work with no leave balance deduction).

Administrators & Unaffiliated

- If School is closed: You should report to work unless conditions hinder your ability to make it to work. If you are unable to report to work, you should use one of these leave balances (floating holiday or vacation). **You should put this time off in AESOP yourself/payroll will not be doing this on your behalf.**
- If School starts late or is dismissed early, the same options apply as when school is closed. **Any absences (even partial day) should be entered by you/payroll will not be doing this on your behalf.**