

Emergency Response Staffing Plan (Implemented by 4/14/20)

Families First Corona Virus Response Act (FFCRA)

What do I do?

I am available to work.

Staff directed not to report on an ongoing basis will discontinue daily check in process. If work becomes available (anticipate limited or sporadic basis), you will be contacted directly for scheduling.

In some situations, work may be done from home.

Custodian and Maintenance: Work regular schedule as directed.

Building Sec.: On call/as needed only. Will be paid regular scheduled hours as long as available for work.

11/12 Mos. Sec.: Work schedule to be assigned by Building Admin./Supervisor. Will be paid regular scheduled hours as long as available for work.

Paraprofessionals: On call/as needed only. Will be paid regular scheduled hours as long as available for work.

SLI: Work will be available/scheduled based on student need. Contact Becky E. for further details.

Days eligible to be made up as designated 'snow days' must be elected and completed by no later than 6/30/20. Schedule with Bldg. Admin./Supervisor.

I am not available to work.

I do not have childcare for my dependents (< age 18), with school /childcare closure due to Covid 19.

If you have been emp. for a minimum of 30 days, apply for extended FMLA for child care coverage, available as of 4/1. Contact HR/Bus. Dept. for forms.

Submit application for extended FMLA, with supporting documentation. If approved, time missed will be administered under this provision for up to a total of 12 weeks (available balance), taken in a block.

The first two weeks are unpaid. Emergency sick leave (or available District provided paid leave) should be used to offset this period. Compensation for the remaining (up to) 10 weeks is issued at 2/3 pay, not to exceed \$200/day. Leave taken under this category is not deducted from any District provided (paid leave) balance, unless you chose to use another form of paid leave for the first two weeks.

I am not available to work. I am under a federal, state, or local quarantine isolation order related to Covid 19.

OR

I am under a self quarantine directive of my health care provider related to Covid 19.

If you are currently employed, apply for up to 10 days of emergency paid sick leave, eff. 4/1. Contact HR/Bus. Dept. for forms.

Submit an application for this emergency sick leave, with supporting documentation. If approved, compensation will be issued at your regular rate of pay, not to exceed \$511/day. This leave is not deducted from any current District provided (paid leave) balance.

Once released by your health care provider, provide return to work notice for resumption of duties. If absence is to extend, use available paid leave provided from District, apply for FMLA (non paid) if applicable, and/or apply for Administrative Leave.

I am caring for an individual who is under quarantine order/directive related to Covid 19, or, I am experiencing a substantially similar condition specified by the US DHHS.

If you are currently employed, apply for up to 10 days of emergency paid sick leave, eff. 4/1. Contact HR/Bus. Dept. for forms.

Compensation for duration of up to 10 days is issued at 2/3 pay, not to exceed \$200/day. Leave taken under this category is not deducted from any current District provided (paid leave) balance.

Once released (self), provide return to work notice for resumption of availability. If absence is to extend, use available paid leave provided from District, apply for FMLA (non paid) if applicable, and/or apply for Administrative Leave, as available.

I am not available at all. I do not qualify for any paid leave provided.*

Submit Application for Administrative Non-Paid Leave. Contact HR/Bus. Dept. for form.

If approved, no interim check in required. Report to work when on campus activities resume. If change in status, advise HR immediately.

*District provided benefits will cease. May continue at employee's expense.