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## PAID TIME OFF DURING SCHOOL CLOSURE & EXTRAORDINARY CIRCUMSTANCES

Effective May 12, 2020 - June 30, 2020

### **Board of Trustee's and Declaration & Resolution**

The District's Board of Trustee's may formally enact this policy and these procedures during school closures, extraordinary circumstances, and emergency situations. The Board of Trustee's shall make a formal declaration through a Board resolution to enact the provisions of this policy and these procedures.

The Board may authorize compensation to employees during school closure and other *temporary* extraordinary circumstances--even though employees may not be able to perform work under the extraordinary circumstances in exchange for compensation.

**Retroactive Implementation:** The Board may enact this policy and these procedures retroactively at the Board's discretion.

### **Criteria for Paid Time Off**

All of the following criteria must be met before paid time off during school closure or extraordinary circumstances can occur:

1. All reasonable alternatives have been explored and exhausted for gainful employment and work in relation to the employee's current position(s).
2. The School and the employee intends to continue employment to the end of the school year, after the school closure, or after the extraordinary conditions.
3. The employee has completed all possible training and professional development opportunities that are available online or through self-directed opportunities.
4. There are no other reasonable work opportunities available--including work opportunities in other programs.

## **Signed Statement of Eligibility & Time Clock Records**

Records shall include a statement of eligibility that is signed by all of the following:

1. The employee
2. The employee's supervisor
3. The Principal/CEO (or designee)

Paid time off for each day shall be recorded on an employee time sheet and will be signed by 1) the employee, and 2) the employee's supervising administrator.

## **Management Plan & Schedule**

The employee and supervisor shall create a management plan and schedule that articulates planned work time and planned paid time off through the covered time period. The management plan and schedule shall be signed by all of the following:

1. The employee
2. The employee's supervisor
3. The Principal/CEO(or designee)
4. The Office Manager

## **Compensation Expenditures Charged to Federal & State Grants & Programs**

Compensation related expenditures for employees who qualify for paid time off in relation to this policy and these procedures shall be charged to the employee's regular position and program. This includes compensation related expenditures for Federal and State grants and programs.

Only normal time associated with each program shall be charged to each program. This time shall be validated by a compensation agreement and/or actual work time trends that occurred before the school closure or extraordinary circumstances.

Compensation shall be calculated based upon the normal average hours per day/week the employee worked before the school closure or extraordinary circumstances occurred. Compensation shall also be calculated based upon the employee's regular wage rate or salary.

**Maximum Compensation:** Compensation may not exceed the maximum amounts allowed in the agreed upon employment compensation agreement.

**Example:** If a paraprofessional agreed to a compensation agreement of 711 hours for the entire school year, compensation may not exceed 711 hours for the entire school year.

**Example:** If a paraprofessional agreed to a compensation agreement of 3.95 hours per day, compensation may not exceed 3.95 hours per day.

### **Principal/CEO Report to the Board of Education**

The Principal/CEO shall provide a report to the Board of Trustees. The report shall include a list of all employees receiving paid time off under this policy and these procedures.

### **Equal Opportunity Statement**

The Academy for Math, Engineering & Science (AMES) is an Equal Opportunity Employer. AMES ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or on any other basis required by law.

### **References**

Fact Sheet - Department of Education

USBE Guidance - Email

Deseret News: Utah K-12 school buildings closed to students for rest of academic year

Utah State Board of Education:

Extended School "Soft Closure" Frequently Asked Questions (FAQs)

Coronavirus (COVID-19) Information and Resources