

HR Frequently Asked Questions Re: School Closure

Will I still get paid? All employees will continue to be paid as if they were working their normal schedules.

I was supposed to coach this spring. Will I be paid for that? All supplemental contracts will be paid as if the activities were taking place.

When might I be called into work? We anticipate needing different employees at different times. All employees have been placed on teams. We may call in different teams at various times to assist. Currently there are some employee groups working.

Will work schedules be modified? Yes. Teams that are called into work will be on modified schedules.

When do I need to enter leave? Leave will need to be entered only if you cannot work during a time you are scheduled to work-according to the new, modified schedules. For example, if you are on a team scheduled to work on Mondays and Tuesdays, and you cannot work on a Tuesday due to an appointment, you will need to enter leave for the appointment.

Will I be asked to perform a task I normally wouldn't do? Possibly. Because the situation is so different than normal, we may ask staff to assist in ways that don't fall under their normal job descriptions. An aide may be asked to assist with handing out meals. A nurse may be asked to make phone calls that are not health related.

What if I am not comfortable working because I am in a high-risk group to catch the virus? Please contact your supervisor to discuss the situation.

What will happen if I am ordered to quarantine, and I run out of leave? Remember, you will only need to use leave for days you are scheduled to work. A new federal law was put into place to protect employees who experience COVID 19 related issues. This law grants additional paid sick leave.

I work for the Interlocal. Will I also get paid? Yes. The Interlocal is under the same pay stipulations as is USD 262.

Can I still renew my license? **Yes.** The process will work as usual with very few exceptions. Contact Dr. Bonner if you have questions.

Do substitute teachers get paid? **We are paying those substitutes who committed to long-term jobs as if they fulfilled them.** They may be called on to assist those teachers.

What about our evaluations? **Most licensed staff evaluations were complete or nearly complete.** We will finish them to the best of our ability.

Classified evaluations take place each spring. We hope to finish those in the next five to six weeks. Evaluation conferences may have to be completed virtually or over the phone.

Parts of the Negotiated Agreement no longer seem to fit in the current situation. How is this being dealt with? **VCNEA and district administration have been discussing possible agreements to adopt for the remainder of the contract year.** The KNEA and KASB organizations have also provided guidance.

Do I still need to track hours toward flex PD and the flex workday? **We are working with VCNEA to determine how to handle this.**

How will everything work for Interlocal classified staff? **An email was sent from the Interlocal that said:**

For classified staff (i.e. paraeducators, school psych secretaries, etc.), this means your hourly rate of pay will continue to be paid based on your letter of employment/work agreement/schedule.

In addition, paraeducators, etc. will be required to complete **a minimum of 3-hours/week of work related activities.** This can include:

- Training (on-line or by/with your supervising teacher)
- Zoom or phone conference with their supervising teacher/provider
- Other work activities such as assisting with material preparation, assisting at your school building or district

Supervising teachers will determine what tasks are to be completed each week.

The 3 hours a week for paras is a minimum and you **do not need to sign in or out.** Supervising teachers/providers will be responsible for verifying all have completed the 3-hours/week minimum.

If you have additional questions, please contact your Interlocal supervisor.