Essential Personnel:

- Superintendent Office
- Business Office
- Human Resources
- Teaching and Learning
- Maintenance
- Head Custodial
- Technology
- Child Nutrition, Food Service & Managers
- Transportation & Mechanics

Principals:

Principals are not on the essential personnel list, however, there will be times they will be needed for ZOOM meetings or conferences calls and will need to make themselves available during this closure.

Teachers continue to be essential for the education of our students. During this closure, teachers remain under contract and must be available during the typical instruction day for ZOOM meetings or teleconference when it is requested by the principal or central office.

Pay:

- Teacher Contracts - we will continue to honor 196-day (or more for some) certified contracts for all teachers.
- Classified Agreements - we will send a resolution to the Board of Directors for approval recommending continuation of the agreement with pay during the closure.
- Administrators - we will continue to honor administrator contracts during the closure with an expectation that individuals are available for ZOOM meetings and conference calls during days assigned as part of the administrator contract.
- Supervisors and managers are considered essential personnel and will continue to work during the closure.
- Long-term teacher substitutes covering another position will be paid until the job would have ended during this closure.

No Pay:

- Substitutes
Leaves during the closure:

All staff will be placed on emergency leave beginning Monday, March 23, 2020.

- Beginning March 23 - all non-essential individuals will be placed on “emergency leave” (coronavirus leave) with pay.
  - Individuals who have been on benefit leave prior to closure will be changed to emergency leave beginning on March 23, 2020 that will include pay.
  - Any individuals in an unpaid leave status will have the leave changed to “emergency leave” with pay beginning March 23, 2020.
- March 23 - April 9 would be “emergency leave” with school resuming on Monday, April 13.
- April 10 is a paid holiday (Good Friday) and will be coded as paid leave.
- If people document their high-risk status when school resumes, those individuals can file for leave from their benefits package - sick leave or personal leave. Individuals would have to provide rationale for why they qualify as high-risk.
- FMLA - Benefits will continue under federal law and follow the date of origin timeline.

Essential Personnel - not paying extra to work during this time, paying to work scheduled hours.

The district is continuing to pay employees for their scheduled time. There are times employees may be required to take care of district work - essential items, conference calls, etc. Essential employees may have responsibilities that will not include additional pay for performing, but are essential to the district - there will be no overtime pay for performing these duties. The district preference is to complete responsibilities remotely. If employees must come to the building, they must comply with all CDC and IDPH guidelines. The health, safety, and security of our employees is our number one priority.