

COMPENSATION/LEAVE DURING A DECLARED EMERGENCY

During emergencies and disasters, the Superintendent may close schools and /or district facilities and declare an emergency (“Declared Emergency”). The Superintendent will determine the start date/time and end date/time of the Declared Emergency. Although it is difficult to predict the personnel to assist the school district and community during an emergency, the following serves as a guideline to assist the school district and community during an emergency, the following serves as a guideline for handling compensation and leaves in most cases in the event the Superintendent declares an emergency.

1. All employees are on standby, in other words, there is an expectation that all employees—teacher, administrators, bus drivers, lunchroom workers, etc.—report for work as soon as it is safe to travel even though communications and other utilities are not functioning. Therefore, all school district employees need to monitor designated radio and television stations, and information posted on official communication links including social media.
2. During a Declared Emergency, pre-approved leaves of absence will not be charged to employees.
3. **Emergency Personnel** are District Administrators and those designated as such by the Superintendent will report to work as directed by the Superintendent.

Any employee who has been directed to work and fails to present to his/her supervisor a valid reason or cause for his/her inability to report as determined by his/her supervisor, shall be charged personal/vacation leave for the period of his/her absence or leave without pay if no personal/vacation leave is available.

4. **Designated Personnel** must report as directed by their supervisor prior to or after the storm/event and are responsible for monitoring emergency information regarding report times.

Any employee who has been directed to work and fails to present to his/her supervisor a valid reason or cause for his/her inability to report as determined by his/her supervisor, shall be charged personal/vacation leave for the period of his/her absence or leave without pay if no personal/vacation leave is available.

NOTE: Emergency management, police agencies, military or other authorities may not permit school district employees to travel on public roads without special authority. The Superintendent of Schools or designee will provide information to Emergency and Designated Personnel prior to a declared emergency regarding the appropriate procedure to follow in order to comply with the above reporting requirements. It is the responsibility of employees who are designated as Emergency or Designated Personnel to have necessary information prior to a Declared Emergency.

5. Shelter Personnel

The Emergency Operations Center (EOC) is responsible for determining which shelter open as emergency shelters and the hours of operation. At each shelter, an administrator, a custodian, lunchroom manager, and designated lunchroom worker(s) will be assigned to supervise the processing and coordination of evacuees.

6. Compensation for All Employees during a Declared Emergency

If a declared emergency in ON a regular contracted workday, all contracted employees will be paid as usual for their regular contracted workday even if they do not work.

7. Emergency Personnel, Designated Personnel and Shelter Personnel

- a. Emergency and Designated Personnel who are assigned to work by their supervisor during the Declared Emergency on emergency related duties will ALSO be paid for all hours worked during the Declared Emergency as follows:
 - Teachers directed to work will be paid an hourly rate based on the Part-time Teacher Hourly Rate for all hours worked up to 7.5 hours per day.
 - Non-instructional personnel and paraprofessionals will be paid their regular hourly rate for all hours worked up to 8 hours per day.
 - Non-instructional personnel deemed as Emergency Personnel will be paid their regular hourly rate for all hours worked up to 8 hours per day and 1.5 times their regular rate for weekends and holidays.
 - Designated Personnel are not allowed to work weekends or holidays.
 - District Administrators, Principals and Assistant Principals will receive compensatory time off for their time worked during the Declared Emergency.
- b. Shelter Personnel who are assigned to work in a Shelter by the Superintendent during a Declared Emergency will ALSO be paid for all hours worked during the Declared Emergency. All Shelter Personnel will be paid their regular rate of pay and 1.5 times their regular rate of pay for time over 8 hours per day.
- c. Essential personnel whose job function is required as part of the day to day operation of the school district may be required to return to work before the end of the Declared Emergency. These employees will receive compensatory time off for their time worked during the Declared Emergency.

8. Additional compensation/leave status

Personnel may be compensated for work or adjustment made to leave during the Declared Emergency period at the Superintendent of School's discretion.