

COMPENSATION FOR JANUARY 29-31 WINTER WEATHER CLOSURES

- QUESTIONS YOU'RE LIKELY TO HAVE -

WAIT...SO HOW DOES THIS WORK?

Good question! In short, staff adversely impacted by recent winter weather closures will be compensated for 3 full days: January 29 - 31st. These 3 days were intentionally chosen because they were directly impacted by a Polar Vortex that punished Madison with dangerously low temperatures. While compensating some staff groups (EAs, SEAs, Food Service, for instance) is not in line with current Employee Handbook provisions, we felt compelled to act given the high volume of school cancellations that occurred in such a small window of time on and around January 29 - 31st. We also crunched some numbers to make sure we could make it work.

WHO IS THIS ONE-TIME COMPENSATION DECISION IMPACTING?

Quite a few groups: EAs, SEAs, NAs, SSAs, BRS, Food Service, Non-Union Clerical, Clerical, Technical, Administrator's, and NUP staff. This decision has no impact on Teachers, Therapy Assistants, Interpreters, Science Materials Specialists, and Special Needs Nurses, as these staff members are already covered under current Employee Handbook provisions. Custodial and Trades staff are impacted a bit differently, given that they worked through the winter closures to keep buildings safe for our return (thanks again Custodian and Trades teams!).

SO, IF I AM ONE OF THE GROUPS LISTED ABOVE THAT'S COVERED BY THIS DECISION, DO I NEED TO DO ANYTHING?

If you don't normally handle processing payroll hours using the Kronos system, there's nothing for you to do (i.e., your supervisor will take care of it). You should see this decision reflected in your upcoming paycheck. Note that if you *are* the person responsible for processing payroll hours using the Kronos system, see below for some explicit instructions on what to do. Don't worry, it's not too bad.

BUT, WHAT IF I ALREADY WORKED PART OR ALL OF JANUARY 29, 30, AND/OR 31?

If you have already worked those 3 days, or some portion of those 3 days, work with your direct supervisor to comp your schedule. This should happen at some point before the end of the calendar year.

UMM...WHAT DOES "COMP YOUR TIME" MEAN AGAIN?

Essentially, comp time is the time off received by an employee who works extra hours. Here's some important information to note about this comp time:

- Comp time will be paid at a 1:1 rate for this instance only (as opposed to 1:1.5) - this is not an overtime situation
- Employees will be given comp time up to the amount of time they actually worked (for instance: if you worked 4 hours, you will get comp time for 4 hours at a 1:1 rate)

THERE HAVE BEEN 5 SCHOOL CANCELLATIONS THUS FAR, THOUGH - WHY AM I GETTING COMPENSATED FOR ONLY 3?

The 3 days of compensation is the best we can do given this is a midyear budget decision that, with some winter left to go, we don't have a 100% clear view of the long term implications just yet. In other words, it's the best possible decision to take at the moment given all we know.

WILL LONG-TERM AND DAY-TO-DAY SUBSTITUTES BE COMPENSATED FOR THESE DAYS?

Unfortunately, there are serious budget implications that we can't account for that prevent us from doing so. However, per our current Employee Handbook, *extended* long-term substitutes will be compensated.

WHAT IF WE HAVE MORE WEATHER CANCELLATIONS?

Then it's likely that mother nature has it in us for us. In all seriousness, no matter what mother nature continues to throw at us, we'll need to continue confronting these challenges together as a family. And, remember to breathe. Note that given the extraordinary nature of the January 29 - 31 weather event, this compensation decision is a one time occurrence, and will not set a precedent for future weather closures.

ARE YOU REALLY CALLING THIS POLAR VORTEX PAY?

While the severity of the recent Polar Vortex led to the closures, we're not officially calling this decision "Polar Vortex Pay" ...pretty catchy though, right?

WHAT IF I HAVE ADDITIONAL QUESTIONS?

Contact your direct supervisor first. If you and your supervisor still have questions, please don't hesitate to contact Heidi Tepp (663-1742), htepp@madison.k12.wi.us

I'M RESPONSIBLE FOR INPUTTING BENEFIT TIME OFF INTO KRONOS - HOW DO I HANDLE THIS?

If a staff member has submitted benefit time off for 1/29, 1/30, or 1/31, be sure to change those to Emergency Closure Pay hours by end of day Friday, February 8th. If you have additional questions, don't hesitate to reach out to Jennifer Trendel (jtrendel@madison.k12.wi.us). Note that Jennifer will be sending additional guidance out to all pay processors.