

We understand these unprecedented times may bring up additional questions about your job at MMSD, including compensation, mental health supports, benefits, leave options, and additional HR questions, therefore we will be creating a HR landing page on the COVID-19 website. This will allow us to provide you with continuous, updated information. Please plan to check this site frequently for updated information.

Below are some of the frequently asked questions and information we'd like to share:

COMPENSATION

Given the extraordinary coronavirus pandemic conditions that resulted in school closings for an additional 4 weeks, MMSD will compensate staff members for all days closed per the directive of the Governor in order to ensure staff remain whole to the greatest extent possible. A detailed list of expectations for each job unit, during online instruction, will be shared during the week of 3/30

- COMPENSATION QUESTIONS YOU'RE LIKELY TO HAVE -

WAIT...HOW DOES THIS WORK?

In short, staff adversely impacted by the closures will be compensated for the extended weeks that schools have been ordered to be closed (April 6th-April 24th), and will be provided a detailed list of daily or weekly expectations/responsibilities to fulfill during the closure time (lists will be shared during the week of 3/30).

WHO IS THIS COMPENSATION DECISION IMPACTING?

All permanent MMSD staff, ELTS staff and LTS staff who will be working 20 days or more, will be compensated during this extended closure time.

SO IF I WORK FROM HOME DO I GET PAID TIME AND HALF?

Only employees determined to be essential and working in the buildings will get paid time and a half. Those working from home will be compensated their regular pay.

DO I NEED TO DO ANYTHING DIFFERENT TO BE COMPENSATED?

If you don't normally handle processing payroll hours using the Kronos system, there's nothing for you to do. Hourly staff who continue to work at their work site should punch in/out as normal. Absences should be reported to your pay processor for recording. The Payroll Department will process all other time entry, including spring break holiday.

WILL LONG-TERM SUBSTITUTES, DAY-TO-DAY SUBSTITUTES (INCLUDING TEACHER AND SEA) AND LTE EMPLOYEES BE COMPENSATED FOR THESE DAYS?

Long term teacher substitutes and long term substitute SEA staff working in an assignment for more than 20 consecutive days and *extended* long-term substitutes will be compensated.

WHAT IF THE CLOSURE IS EXTENDED OR WE NEED TO CLOSE AGAIN?

The District is taking the concerns about COVID-19 seriously, wanting to ensure the health and safety of our community, students and staff. We are implementing measures to help slow the

spread of COVID-19. The COVID-19 Response team is closely monitoring the situation and will continue to work and provide updates as we get them.

[FINANCIAL SUPPORT & HELP](#)

Those impacted financially, either at MMSD with loss of income or a family member, is recommended to file an unemployment compensation claim.

More information about filing a claim can be found [here](#). Please be aware, you may need to provide copies of your paystubs, which are normally emailed to you by payroll@madison.k12.wi.us).

Be sure to archive your pay stubs so they are available to you in the future. If you put them in the trash, they are deleted after 30 days from your MMSD email. You can also forward the emails from payroll@madison.k12.wi.us to a personal email.

I CURRENTLY RECEIVE PAPER COPIES OF MY DIRECT DEPOSIT ADVICE (PAYSTUBS). WHAT WILL HAPPEN DURING THE CLOSURE?

Because buildings are closed, your Direct Deposit Advice (paystubs) will be emailed to your work email address.

[MENTAL HEALTH AND SUPPORT WEBSITE](#)

We recognize the impact these surreal circumstances are having on all of us. We encourage you to find and create moments of familiarity and maintain other routines as much as possible, including communicating with friends, and staying active. Below are a handful of resources during these difficult times.

- Text "[HOPELINE](#)" to 741741
- [Suicide Prevention Lifeline](#): 608-280-2600 or 1-800-273-8255
- [Briarpatch Helpline](#): 1-800-798-1126
- [Trevor Lifeline](#) for LGBTQ+: 1-866-488-7386 or click [here](#) for Trevor Text & Trevor Chat
- [24/7 SAMHSA Disaster Distress Helpline](#) - 1-800-985-5990
- [24/7 Parental Stress Line](#) - 1-800-632-8188
- [Domestic Abuse Intervention Services \(DAIS\)](#) Help Line: 608-251-4445 or 800-747-4045, If you are in immediate danger, call 911.

[BENEFITS](#)

MMSD wants to reassure all employees that the insurance benefits you are enrolled in will continue, uninterrupted, until school returns to normal. Coverage is available through MMSD, to employees in any benefits eligible position. If you, a spouse or child has recently lost or will be losing insurance coverage due to their job ending or layoff, you can enroll in MMSD's coverage within 30 days of the other coverage ending.

WHAT DO I NEED TO DO?

Benefits enrollment is done at MMSD's online enrollment website which is: <https://standard.benselect.com>. Instructions can be found on [MMSD's Benefits Enrollment page](#).

If you have not previously logged in to the benefits enrollment site, your Username is your b number without the "b" and your default PIN is the last 4 digits of your social security number followed by the last two digits of your year of birth (SSSSYY). Once logged in, you will be prompted to create a more secure password.

Please ask your spouse/child's employer to provide you with a letter confirming the date on which the coverage ends, who was covered under the plan, as well as what type of coverage is being lost as you may need to provide this to your insurance carrier.

MY DEPENDENT CARE EXPENSES HAVE CHANGED. CAN I CHANGE MY FSA AMOUNT?

You may be eligible to change your dependent care flexible spending account during these times if your childcare costs have changed. Please reach out to the Benefits Helpdesk at benefits@madison.k12.wi.us to help you make changes to your FSA account.

LEAVE TIME

WHAT ARE THE NEW LAWS THAT ARE IMPACTING MY LEAVE AND PAY OPTIONS?

On Wednesday, March 18, 2020, President Trump signed into law the Families First Coronavirus Response Act (FFCRA). With regard to leave for school employees, first, the law expands the situations under which FMLA leave may be used due to COVID-19 related conditions and provides that a certain portion of said leave be paid. Second, the law provides for up to two weeks of paid sick leave for any employee unable to work in person or remotely under certain COVID-19 related conditions. More detailed information can be found [here](#).

- [Federal Employee Rights: Paid Sick Leave and Expanded Family Poster](#)

WHAT IS THE [FAMILIES FIRST CORONAVIRUS RESPONSE ACT](#) (FFCRA)?

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HOW DO I REQUEST PAY UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT?

Employees will need to [apply for an MMSD leave of absence](#) to be eligible for pay under the FFCRA. Once the leave is processed your leave and any applicable pay will be processed accordingly.

WHAT IF I CONTRACT COVID-19 WHILE AT WORK?

If you need to take time off of work due to an illness, including COVID-19, you will be required to use your accrued benefit time or apply for a FMLA/FFCRA leave of absence.

We've asked our insurance carriers, including workers compensation, about your concerns. While we continue to see changes in COVID-19 and how it's impacting employees, the facts and process at this time are that COVID-19 diagnosis and time off would not fall under a workers compensation claim. Without extensive research and testing, it's impossible to determine if a COVID-19 exposure happens at work, at a grocery store, gas station or other community spread scenarios. It's a similar comparison to getting sick with a common cold or influenza - workers compensation would not pay for that lost time.

I'M ALREADY ON A LEAVE OF ABSENCE OR AM PLANNING ON STARTING A LEAVE. WHAT CHANGES?

Your leave of absence will not change. If you have specific questions regarding your leave of absence, please reach out to leaves@madison.k12.wi.us.

CAN I CHANGE MY RETURN TO WORK DATE TO AN EARLIER DATE?

If your doctor releases you to work sooner than you originally expected, you may return early. Returning to work means you are available to work and will be responsible for any work your principal or supervisor requests you to do. Please have your doctor fax your return to work slip to (608) 204-0346.

CAN I CANCEL MY APPROVED LEAVE OF ABSENCE IF MY MEDICAL PROCEDURE IS CANCELLED?

If you have a pre-scheduled medical procedure that has been cancelled due to COVID-19, we will cancel your leave. Please notify us of these situations along with your supervisor.

[ADDITIONAL HR QUESTIONS](#)

WHAT ARE THE EXPECTATIONS FOR ME WHILE WORKING REMOTELY?

More information about working remotely can be found [here](#).

WHEN WORKING REMOTELY, DO I NEED TO SECURE CHILDCARE OUTSIDE OF MY HOME?

The expectation is that you secure childcare. Whether the childcare is outside of your home or in your home is up to you. You cannot watch your children and work at the same time. Employees who are working from home can flex their hours within the workday. You may be eligible to apply for FFCRA leave time if you are unable to secure childcare.

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: hrquestions@madison.k12.wi.us