

COVID 19 COMPENSATION OVERVIEW

Recommended Action: Given the extraordinary coronavirus pandemic conditions that resulted in school closings for almost three weeks, MMSD will compensate staff members for all days closed per the directive of the Governor in order to ensure staff are made whole. The week of spring break was already designated on our calendar prior to this extraordinary event. The week of spring break will therefore be treated in alignment with our standard employee handbook agreements.

COMPENSATION GRID

GROUP	March 16th - March 20th, 2020	Week of Spring Break(Handbook)	March 30th - April 3rd, 2020	Notes
EAs/BEAs	Yes	No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break
SEAs	Yes	No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break
NAs	Yes	No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break
SSAs	Yes	No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break
BRS	Yes	No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break
Food Service*	Yes	Yes and No	Yes	Per the employee handbook rules, staff are not compensated for Spring Break *Some food service employees will report to work during the weeks of March 16th-April 3rd. Those reporting to work will be paid time and half including spring break, others will be paid their regular rate of pay outside of spring break. Those who feel they need to take time off will use benefit time.
Non-Union Clerical / Clerical Technical	Yes	Yes and No (depends on length of work year)	Yes	Per the employee handbook rules, 10-month staff are not compensated for Spring Break - they can use benefit time to remain in paid status. For 12-month staff this is regular work

				time. Essential clerical and technical staff will be identified and notified. Those reporting to work will be paid time and half, others will be paid their regular rate of pay. Those who feel they need to take time off will use benefit time.
Substitute Teachers	No	No	No	Extended long-term subs will be compensated as teachers
Administrators / Professionals	Yes	Yes	Yes	Administrators and Professionals are expected to work remotely - plan to work with your supervisor to establish work plans and expectations aligned to HR guidance.
Teachers	Already covered under handbook - Yes			
Therapy Assistants, Interpreters, Science Materials Specialists, and Special Needs Nurses				
Custodian / Trades /Essential Tech Services Staff	Yes	Yes	Yes	ALL Custodial and Trades and essential Tech Services employees will report to work during the weeks of March 16th-April 3rd. Those reporting to work will be paid time and half. Those who feel the need to take time off will use benefit time.

COMPENSATION FOR CORONAVIRUS CLOSURES

- QUESTIONS YOU'RE LIKELY TO HAVE -

WAIT...HOW DOES THIS WORK?

In short, staff adversely impacted by the closures will be compensated for the weeks of March 16th, and March 30th. The week of spring break was already designated on our calendar prior to this extraordinary event. The week of spring break will therefore be treated in alignment with our standard employee handbook agreements.

WHO IS THIS COMPENSATION DECISION IMPACTING?

Quite a few groups: EAs, SEAs, NAs, SSAs, BRS, Food Service, Non-Union Clerical, Clerical, Technical. 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/Trades, select Food Service, Tech Services, and Clerical staff are impacted a bit differently, given that they will work through the closures to keep buildings clean and safe, our students and families fed, and our payroll and technology systems running. Those staff who are working will be compensated at the rate of time and a half.

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

Only the custodial, tech services, food service and clerical unit employees determined to be essential and working in the buildings will get paid time and a half.

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 adjustment reflected in your upcoming paycheck(s).

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 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 provide updates as we get them.

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

