



BOOK: Employee Handbook Administrative Guideline

PART: III – Non-Exempt Hourly Employees (Support Staff)

SECTION: 3.09

TITLE: Emergency School Closing if Virtual Learning Day

Starting with the 2024-2025 school year, should we need to call for a virtual learning day, classroom aides and building secretaries will be able to work their full hours for that day from home. Kitchen staff will be allowed to use a sick day for any virtual learning day.

To be paid for that time, the classroom aide/building secretary will need to log the time they worked (preferably on a Google Doc that can be shared with their supervisor) and provide a description of their duties during the times of the virtual day in which they were working.

If a classroom aide/building secretary chooses not to work on a virtual day, the same rules as before would apply, in that they could use personal time for that day, could not work at all and not get paid for that day, or make up the time later in the year in exchange for the virtual day time they missed.

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