

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Employees of the Colby School District,

This is a very important document, please read through it in its entirety.

Building / District Closed & Access: All district buildings will be accessible from 8:00 AM to 4:00 PM, Monday through Fridays using fob access only. The Elementary, Middle School, High School Offices will be open Tuesdays and Thursdays from 8:00 AM until noon for essential business. The District Office will be staffed full time, yet “in person” time is limited to Tuesdays and Thursdays from 8:00 AM until noon for essential business.

Tuesday, March 17th is a Snow / Inclement Weather or Health Related Cancellation: This is accordance with our BOE approved school calendar and will not be made up. Staff may utilize leave / paid time as defined in the employee handbook.

April 9th through 13th are Easter / Spring Break: This has not changed. NO school on these dates. Employee paid time over this break is governed by Handbook language and has not changed.

The employee matrix below is designed to provide ALL staff with clarity regarding paid time, unpaid time, leave use (professional and other) in addition to notes for specific employee groups.

Employee Handbook - Please follow the guidelines for your employee group.

Employee Group	March 17 School Closed	March 18-April 3	April 6 th – April 24 th OR until school is reopened whichever is sooner	Notes:
Handbook, Part II – Employees (teachers)	NO School 1 st day is not made up.	Virtual / Remote instruction	Virtual / Remote instruction	If you request not to work and your supervisor approves, enter paid time off into Skyward (sick or personal).

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<p>Handbook, Part III – Employees (Teacher Assistants)</p> <p style="text-align: center;">SPED ELL LMC</p>	<p>NO School</p> <p>1st day is not made up.</p> <p>May utilize personal leave as defined in Handbook</p>	<p>Employees are directed not to work.</p> <p>Individuals should enter ½ of their normal shift hours into ERMA as “professional leave”</p> <p>Individuals who have accrued leave may utilize this leave for the remaining ½ of their normal shift, IF THEY SELECT to utilize this time.</p>	<p>Employees are directed not to work.</p> <p>All Employees will be paid 2/3 of their normal shift.</p> <p>NO entries should be made in ERMA, these will be completed by District Office staff.</p> <p>Staff that wish to utilize accrued leave for the unpaid third of their hours need to contact Sara in Payroll as she will be entering this time in ERMA.</p>	<p>Employees are not permitted to “volunteer” their time in any capacity that they would normally be paid in compliance with the FLSA.</p>
<p>Handbook, Part III – Employees (Custodial)</p> <p style="text-align: center;">Maintenance Custodial Housekeeping</p>	<p>NO School</p> <p>Custodial staff are scheduled during these days.</p>	<p>March 18 to March 24 Normal shifts and hours</p> <p>March 25 to April 3 Normal Shift and hours for day staff.</p> <p>Evening Shift is directed not to work and should enter ½ of their normal shift hours into ERMA as “professional leave”.</p> <p>Individuals who have accrued leave may utilize this leave for the remaining ½ of their normal shift, IF THEY SELECT to utilize this time.</p>	<p style="text-align: center;">Day Shifts</p> <p>Normal shifts and hours</p> <p style="text-align: center;">Evening Shifts</p> <p>All Evening Shift Employees will be paid 2/3 of their normal shift.</p> <p>NO entries should be made in ERMA, these will be completed by District Office staff.</p> <p>Staff that wish to utilize accrued leave for the unpaid third of their hours need to contact Sara in Payroll as she will be entering this time in ERMA.</p>	<p style="text-align: center;">Day Shifts</p> <p>If you request not to work and your supervisor approves, enter paid time off into Skyward (sick or personal). If you choose time off without pay, no entry is required.</p> <p>Employees are not permitted to “volunteer” their time in any capacity that they would normally be paid in compliance with the FLSA.</p>

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<p>Handbook, Part III – Employees (Food Service)</p>	<p>NO School 1st day is not made up. May utilize personal leave as defined in Handbook</p>	<p>Hours (number and schedule) adjusted to accommodate remote delivery of meals.</p>	<p style="text-align: center;">Individuals required for meal preparation</p> <p>Hours (number and schedule) as directed by the Director of Food Service.</p> <p style="text-align: center;">Employees directed not to work. Employees will be paid 2/3 of their normal shift.</p> <p>NO entries should be made in ERMA, these will be completed by District Office staff.</p> <p>Staff that wish to utilize accrued leave for the unpaid third of their hours need to contact Sara in Payroll as she will be entering this time in ERMA.</p>	<p style="text-align: center;">Individuals required for meal preparation</p> <p>If you request not to work and your supervisor approves, enter paid time off into Skyward (sick or personal).</p> <p>If you choose time off without pay, utilize the paper form.</p>
<p>Handbook, Part III – Employees (Clerical Staff)</p>	<p>NO School 1st day is not made up. May utilize personal leave as defined in Handbook</p>	<p style="text-align: center;">Specific Hours as Directed by Building Principals</p> <p>Days / Schedules / Total hours are directed by Supervisor.</p> <p style="text-align: center;">When directed not to work. Individuals should enter ½ of their normal shift hours into ERMA as “professional leave”</p> <p>Individuals who have accrued leave may utilize this leave for the remaining ½ of their normal shift, IF THEY ELECT.</p>	<p style="text-align: center;">Work dates</p> <p>Utilize ERMA as normal</p> <p style="text-align: center;">When directed not to work. When you have NO hours worked on any day, employees will be paid 2/3 of their normal shift.</p> <p>NO entries should be made in ERMA, these will be completed by District Office staff.</p> <p>Staff that wish to utilize accrued leave for the unpaid third of their hours need to contact Sara in Payroll as she will be entering this time in ERMA.</p>	<p>If you request not to work a scheduled date / time, and your supervisor approves, enter paid time off into Skyward (sick or personal).</p> <p>If you choose time off without pay, utilize the paper form.</p>

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CDEC Staff	NO School Staff are scheduled during these days.	Standard, work as normal. May be a combination of remote and/or on site.	Standard, work as normal. May be a combination of remote and/or on site.	If you request not to work and your supervisor approves, enter paid time off into Skyward (sick, vacation or personal).
Administration: <i>Superintendent Director Principals</i>	NO School Staff are scheduled during these days.	Standard, work as normal. May be a combination of remote and/or on site.	Standard, work as normal. May be a combination of remote and/or on site.	If you request not to work and your supervisor approves, enter paid time off into Skyward (sick, vacation or personal).

FREQUENTLY ASKED QUESTIONS:

Hours: No employees will be allowed to work additional hours over your normally scheduled workweek.

Are my children allowed to come into work with me?

NO If you need to stop in and pick up anything from your office/classroom, please limit access / exposure into the building to a minimum. We need to keep our staff who are required to be at work safe and free from any additional exposure. Thank you for following these expectations.

Workforce Shortage: If the District begins to have a workforce shortage, employees MAY be mandated to work (either from home or office/school). The district would take volunteers prior to mandating.

If I am traveling out of state? Are there restrictions?

We are not restricting travel for our staff. However, there are many travel advisories and restrictions that are in place. Please make the best decision for your family. If you travel to an area where you must be self-quarantined upon return, and you meet the criteria to work from home, you will not need to take any leave but there may be an expectation that you work, depending on your work group.

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The government Emergency Leave (FFCRA) is outlined below:

What is the leave for and how much pay must we provide? The leave is for the following reasons. Employee related leave is at full pay and family member related leave is at two-thirds pay.

- The employee has COVID-19 (full).
- Employee is home with symptoms and waiting for diagnosis (full).
- Employee home due to state/federal/ hcp recommended quarantine (full).
- The employee has to care for a family member who has the virus (2/3).
- The employee has to care for a family member with symptoms and waiting for diagnosis (2/3).
- The employee has to care for a family member who is on state/federal/hcp recommended quarantine. (2/3)
- The employee has to care for the employee's child if the school is closed or child care unavailable due to the virus (2/3).

It's the District plan to offer the 2/3 pay rate for ALL employees who are directed not to work. Individuals MAY elect to utilize accrued leave time to supplement the unpaid 1/3

EMPLOYEE RIGHTS as released by the US Department of Labor are included in this document.

Will I still have a job if I don't work while our schools are closed?

Yes, if you choose not to work, whether it is paid or unpaid, you will be offered your job back.

Educator Effectiveness:

Wisconsin Administrative Code sec. PI 8.01 requires each school district to evaluate all licensed school personnel in their "first year of employment and, at least, every third year thereafter." Wis. Stat. § 115.415 requires the specific process by which all Wisconsin districts meet the requirements listed in PI 8 for principals and teachers, the Wisconsin Educator Effectiveness System.

- ALL teachers in a "Year 3 Summary Year" will need to minimally complete the summative report.
- Some forms and documents for year 3 AND staff in year 1 and 2 will not be required.

Administration will determine which forms are essential and your supervisors will share additional information.

Can I take unpaid time, even if I have sick time/personal day/vacation?

Yes, you may ration your time in any way that allows you to manage your financial needs. We are making this Handbook exception until further notice.

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What options do I have if I run out of paid time off?

Our goal is to compensate ALL staff directed not to work with the “rate” that we’re required to under the FFCRA Guidelines without requiring the qualifications as identified in the Act. If you do not have accrued leave, the time is unpaid.

How will this impact my health insurance?

We do not anticipate any change in health insurance coverage for our employees. However, if you become ineligible for insurance coverage, you will be offered COBRA insurance.

Will I get paid for my spring sport I am coaching?

Spring sports will not be paid out at this time, this will be reviewed in late April and this decision will be based on the length (if any) of the Spring seasons.

Can I apply for Unemployment Benefits?

You may choose to contact unemployment to see if your individual circumstances would allow for the benefit. It is unlikely that you would qualify for these benefits as we are offering each employee group work or paid time off. The District does NOT plan to lay off staff.

However, if you apply and receive unemployment benefits, we will be required to offer you COBRA insurance. The price for COBRA insurance is \$797/month for the single plan and \$1,808/month for the family plan.

Staff currently out or going on a Leave of Absence (FMLA), your leave will continue as originally planned until further notice. Once our information and timelines become clearer, we will readdress your leave and make adjustments, if necessary at a later time.

We continue to offer our Employee Assistance Program (EAP)

We realize that not everyone handles the added stress of illness, time at home and financial constraints in a similar manner. Please feel free to utilize our Employee Assistance Program to help navigate these new changes.

Phone: 866.451.5465 (24/7 Call Center)

Online: www.niseap.com

District link: <https://www.colby.k12.wi.us/district/EAP.cfm>

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



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