

**Jacksonville North Pulaski School District**  
ASSURANCE DOCUMENTATION  
FOR ADDITIONAL COMPENSATION FOR NEW DUTIES RELATED TO COVID-19:  
**RETURN BY JUNE 14, 2022**

**Employee Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

On April 4, 2022, the JNPSD Board approved additional compensation for contracted employees who assumed new duties during their work day in 2021-22 due to the COVID-19 pandemic and who were actively employed as of May 27, 2022. The additional compensation for these new duties will be for the **2021-22 school year only**. JNPSD will use ESSER funds to compensate contracted licensed and classified employees at the rate of \$11 for each day worked on-site and/or remotely. This additional compensation will be distributed in the June 20, 2022, payroll.

**Attendance Calculation:** Additional compensation will be at a rate of \$11 per contracted day that the work was performed. If work was not performed due to an absence, those days will not be included in the compensation calculation.

- Additional compensation will be for contracted, licensed and classified employees who completed new duties during the work day in 2021-22.
  - Not included in the compensation calculation: Days employees were absent (sick, FMLA, vacation, gratuity, bereavement, LWOP, etc.) and days employees were quarantined and DID NOT perform essential job functions.
  - Included in the compensation calculation: Days employees worked remotely (campus pivoted to remote instruction, virtual learning days, AMI/inclement weather days, etc.) and days employees were quarantined and DID perform essential job functions.
- On June 7, 2022, attendance will be pulled from e-Finance to determine the number of days each employee was absent in 2021-22. Absences occurring after June 7, 2022, will not be included in the compensation calculation to allow time for the finance office to prepare the June 20, 2022, payroll.
- The number of days that work was not performed will be subtracted from the number of contracted days to determine the number of days for additional compensation.

**New Duties:** In response to the COVID-19 pandemic, JNPSD employees assumed new duties during their regular work day. These new duties varied depending on job assignments. Review the list below and INITIAL the box by your job assignment to indicate that you completed one or more of these new duties during your work day in 2021-22. List additional new duties in the box provided, as needed.

**Teachers, Counselors, Instructors, Library-Media Specialists, etc.**

- Revised lesson plans and modified instruction to accommodate on-site and virtual learners
- Recorded classroom lessons/instruction to post online
- Instructed simultaneously on-site and remote students
- Conducted on-site instruction within social distancing requirements
- Completed additional duties including lunch duty, meal service, recess, bus/car, transition, etc.
- Assisted with contact tracing
- Modified classroom management, processes, etc. to accommodate student needs and meet CDC guidelines
- Communicated with parents and students after hours and on weekends
- Learned new instructional strategies and technologies (Zoom, Kami, Lincoln Learning, Edgenuity, etc.)
- Implemented new strategies to engage students in new learning environments
- Supported students and assisted families in response to COVID-19

**Paraprofessionals, Interventionists, Aides, etc.**

- Assisted licensed staff in providing instruction and interventions to on-site and virtual learners
- Assumed additional duties related to lunch duty, meal service, recess, arrival and dismissal, etc.
- Implemented new strategies based on ADH/CDC guidelines (masks, social distancing, hand washing/sanitizing, etc.)

**IT Staff, Technicians, etc.**

- Deployed personal devices (iPads, Chromebooks, MBAs, etc.) to students and staff in various environments
- Ensured students and teachers had internet access for remote learning and instruction
- Imaged computers with new apps, software, portals, etc. for on-site and remote instruction and learning
- Enhanced infrastructure to accommodate new demands
- Operated within ADH and CDC requirements (masks, social distancing, etc.)
- Maintained inventory of highly mobile devices

- Provided technical support for students, staff, and parents working on-site and remotely

**Facilities, Maintenance, Custodial, etc.**

- Ensured all facilities had disinfection, sanitation supplies, PPE, etc. and trained staff to use disinfection and sanitation supplies
- Constructed and installed acrylic barriers, as needed, moved and stored furniture, etc. to facilitate social distancing
- Implemented additional processes in cleaning, disinfecting, and sanitizing to reduce the transmission of viruses.
- Operated within ADH and CDC guidelines (mask, social distancing, etc.)
- Assisted with contact tracing

**Transportation, Bus Drivers, Monitors, etc.**

- Ensured all buses had disinfection, sanitation supplies, PPE, etc. and trained staff to use these supplies
- Implemented additional processes in cleaning, disinfecting, and sanitizing to reduce the transmission of viruses
- Operated within ADH and CDC guidelines (mask, social distancing, etc.)
- Scheduled and ran additional bus routes to facilitate social distancing and contact tracing
- Assisted with contact tracing

**School Psychological Examiner, Nurses, etc.**

- Evaluated students in one-on-one settings
- Conducted conferences with parents in-person and/or virtually
- Screened students and staff daily, screened students and staff returning to school after illness, etc.
- Completed additional paperwork related to COVID-19
- Communicated with Arkansas Department of Health and other sources re: COVID-19
- Assisted with contact tracing
- Contacted parents regarding students' physical and mental health needs

**Food Service**

- Implemented new strategies in cleaning, disinfecting, and sanitizing to reduce the transmission of viruses

- Prepared and served meals in alternative packaging
- Assisted with delivery of meals to various locations and at various times
- Collected and disposed of packaging from various locations
- Prepared new menus to accommodate the new way of preparing and serving meals

**School Office Staff**

- Implemented new protocols for admitting staff, students, and parents to campus; screened visitors
- Communicated with parents regarding student attendance, completion of virtual assignments, etc.
- Assisted with contact tracing
- Completed additional paperwork related to COVID-19, staff absences, contact tracing, etc.

**Central Office Staff (Bookkeepers, Administrative Assistants, Human Resources, etc.)**

- Ensured JNPSD adhered to state, federal, and other legal requirements related to COVID-19
- Developed and implemented policies related to COVID-19
- Completed additional paperwork regarding COVID-19 leave, quarantine, reimbursements, etc.

**Administrators, Supervisors, Directors, District Instructional Facilitators, etc.**

- Developed and coordinated all COVID-19-related plans, policies, processes, and procedures for JNPSD
- Assisted licensed staff in providing instruction and interventions and technical support to on-site and virtual learners
- Completed contact tracing
- Followed CDC, ADH, ADE requirements regarding quarantine, masks, social distancing, instruction, etc.
- Communicated with stakeholders within and outside of the district

**Security Staff.**

- Conduct daily health screening of students and staff who arrive on campus

If necessary, **list additional NEW DUTIES** you completed during your regular work day in 2021-22:

- I agree to and understand the JNPSD plan for additional compensation for new duties completed during the work day in 2021-22.
- I confirm that I performed one or more of the new duties listed for my job assignment at JNPSD during the 2021-22 school year.
- I understand that additional compensation is **for the 2021-22 school year only** and that additional compensation for new duties related to COVID-19 is not an addition to my contract and is subject to funding availability.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I have personal knowledge that, as a result of the COVID-19 pandemic, the employee assumed one or more of the new duties for his/her job assignment during the regular work day during 2021-22.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_