

Dracut Public Schools

Frequently Asked Questions Employment/Human Resources

| | |
|----|--|
| Q. | Will teachers, staff, faculty be compensated during the three week closing period? |
| A. | Yes, all active teachers and staff members will be compensated their regular bi-weekly pay during the school closure period. Hourly employees will be compensated based on their standard weekly schedule and hourly rates as if school were operating normally. |
| Q. | How will this impact contractors? |
| A. | There may be some nuances to contracted services. The district administrator you usually have contact with will be in touch to communicate more information about expectations during the school closure period. |
| Q. | How will you receive your paycheck if you are an employee that does not have direct deposit? |
| A. | Most employees have direct deposit. If a live paycheck needs to be issued for someone who does not have direct deposit, the check will be mailed to the employee's home address. |
| Q. | Will staff members on an approved leave of absence during the required closure period be credited back any accrued time off (sick, personal) etc.? |
| A. | Employees on an approved leave of absence are not expected to telework. Therefore, staff on leaves will be charged the appropriate days in accordance with the terms of their leave of absence. Staff should contact Human Resources to indicate whether or not they intend to take any previously approved personal days. |
| Q. | What are the obligations for staff during the closure? |
| A. | Staff are expected to remain as vigilant with their duties and responsibilities to the extent possible with monitoring email communications and completing essential duties remotely while remaining safe. |

Dracut Public Schools

Frequently Asked Questions Employment/Human Resources

| | |
|----|---|
| Q. | During the closure will Custodial Staff be expected to work to clean and disinfect touch point areas including technology devices? |
| A. | Yes. Custodial staff will be expected to complete the deep cleaning of all schools thoroughly during the closure period as directed by the Supervisor of Buildings of Grounds. |
| Q. | What should I do to protect my privacy in making a school related phone calls from a personal line? |
| A. | Verizon, At&T, and Comcast customers can do the following... To block your number from being displayed temporarily for a specific call: <ul style="list-style-type: none">• Enter *67.• Enter the number you wish to call (including area code).• Tap Call. The words "Private," "Anonymous," or some other indicator will appear on the recipient's phone instead of your mobile number. |
| Q. | How will the required school closure impact stipend payments? |
| A. | For activities and athletic events/seasons, we will need to revisit what and how those earning stipends will be paid. More information will be forthcoming following further discussions. |