



March 26, 2020

To: Our Staff

Re: COVID-19 Update (Information)

Hello,

As we continue to work through the COVID-19 situation, we are doing our utmost to communicate relevant and timely information. We have been working collaboratively with MBEA and PSE and we want to express our appreciation to the leadership within both of those organizations.

We are providing some information in this document to help you in having information regarding pay, worksite, and other relevant information.

Here are questions we are aware of at this time that a staff member may ask:

- **Will I get paid**
 - Yes all staff who have a contract or a base assignment as of March 13, 2020 will continue to receive compensation
- **Check stubs**
 - Check stubs will be mailed March 31, 2020
- **Do I need to do a time sheet or document time**
 - Most staff do not need to complete a time sheet at this time (guidance will be provided at a later date)
 - Employees who are working the Reverse the Baker Bus Program will need to document actual time worked on-site providing this service. Please record that actual time in the "Extra Time" column and note COVID-19 CN Program (see additional note below regarding compensation)
- **How is extra time worked in March 2020 and April 2020 going to be paid**
 - Extra time worked in March 2020 will be paid with the May 2020 payroll (time sheets will be due May 5, 2020)
 - Extra time worked in April 2020 will be paid with the May 2020 payroll (time sheet will be due May 5, 2020)
 - Supplement time worked in March/April 2020 will be paid with the May 2020 payroll (supplemental pay sheets will be due May 5, 2020)
 - For those staff working the Reverse the Baker Bus, March 2020 time will be paid in April 2020 (time sheets will be due April 5, 2020) and April 2020 will be paid in May 2020 (time sheets will be due May 5, 2020)
- **Will we have make-up days**
 - At this time, the dates of June 17, 18, & 19, 2020 are designated as make-up days and the District does not plan to go beyond June 19, 2020
- **Where is my worksite (remote or on-site)**
 - Most staff are expected to work remotely. Those that are expected to be working on-site have been communicated with
- **Collective-bargaining status (Memorandum of Understanding, MOU)**
 - MBEA and the District agreed to terms for the COVID-19 closure
 - PSE and the District agreed to terms for the COVID-19 closure
 - We will coordinate with MBEA and PSE on how best to provide that information
- **Should I apply for Unemployment**
 - Unless you are a substitute employee, you should not apply (please see "Will I get paid" note above)

Please make sure to stay safe and take care.

Mary Sewright, Superintendent