

## Frequently Asked Questions (FAQs)

# ***SCHOOL CANCELATION MAKE-UP***

**Q: Is the snow day in the school year an additional day of work?**

*A: No, it is only utilized as a make-up day if necessary due to a school closure.*

**Q: What does hourly employee mean?**

*A: Employees who are not contract employees; hourly employees are paid on an hourly basis and do not receive paid leave or group benefits (i.e. child nutrition technician, bus attendant, sweepers, student support assistant, paraprofessional, etc...).*

**Q: What does contract employee mean?**

*A: Employees who are paid on a salary basis, work at least 20 hours per week, receive an allotment of paid leave, are eligible for group insurance benefits, and receives retirement contributions (i.e. principal's secretary, head custodian, child nutrition manager, etc...).*

**Q: What does non-exempt employee mean?**

*A: Employees who must be paid at least \$7.25 per hour, are entitled to overtime compensation at the rate of 1.5 times their regular hourly rates for all hours worked over 40 hours in a workweek (i.e. head custodian, bus driver, child nutrition technician, etc...). Note: non-exempt employees can be either contract or non-contract.*

**Q: What does exempt employee mean?**

*A: Employees who must be paid at least \$450.00 per week and are not entitled to overtime compensation (i.e. principal, teacher, administrator, director, etc...). Note: These employees are contract employees.*

**Q: What is a contract calendar?**

*A: Every contract job title has a calendar that identifies the workdays and non-workdays (contract/non-contract days).*

**Q: Where can I find the contract calendar associated to my job title?**

*A: The calendar can be accessed by logging into the Employee Online portal and selecting the menu dropdown.*

**Q: What happens to my work calendar as a result of school cancellations?**

*A: The originally scheduled make-up day on June 7<sup>th</sup> becomes a work-day. Any additional changes to the school and work calendar will be determined at a later date.*

**Q: How do I make up work time missed due to the school cancellation?**

*A: Please refer to the guidelines outlined in the email provided from Human Resource Services, and coordinate with your supervisor.*

**Q: I enter time using Kronos, what do I need to do with a school cancellation day?**

*A: If you worked full/partial days September 8-11, 2020, the hours will be paid. Hourly contract employees will be paid for the regular work week for September 8-11, and any missed work due to the school closure must be made up in consultation with your supervisor or use available sick or personal leave.*

**Q: I enter days off using SmartFind Express, what do I need to do with the school closure days?**

*A: If you had planned to be off, no leave accruals will be used for September 8-11, 2020, those days have become non-contract days for contract teachers.*

**Q: I am an hourly employee, how does a school cancellation day impact me?**

*A: Please coordinate with your supervisor and follow the directions provided in the email from Human Resource Services. Generally, you will be afforded an opportunity to make up lost time in the event you were sent home or unable to report to work due to the school cancellation.*

**Q: I am substitute teacher, how does a school cancellation day impact me?**

*A: Substitute teachers who received an assignment through SmartFind Express for September 8-11, 2020, will not receive compensation for the day.*