



## WHITE PLAINS PUBLIC SCHOOLS

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Julie Cangro, MPS, SHRM-CP  
Director, Human Resources

**To: Office Managers**  
**From: Julie Cangro, Director, Human Resources**  
**Date: March 2, 2022**  
**Re: Human Resources Reminders/Updates**

### **Changing Sick/Personal days to COVID days**

As a reminder, Office Managers will not make any changes to an employee's time as it relates to changing sick/personal to COVID days. When an Office Manager is notified of a positive case, a quarantine order or someone showing symptoms and are going to get tested, the Office Manager will tell that employee to enter their time in Timepiece as sick/personal and to email their school nurse and cc Nurse Maggie at [magalyracioppo@wpcsd.k12.ny.us](mailto:magalyracioppo@wpcsd.k12.ny.us) and HR at [hr@wpcsd.k12.ny.us](mailto:hr@wpcsd.k12.ny.us).

Nurse Maggie and HR will make the determination as to whether the sick/personal days will be converted to COVID based on the information provided. It will be the employee's responsibility to contact us.

Employees will be notified that there is a lag between the time they request the change to COVID days to the time when it shows on their paystub. As long as they've sent proof of their positive test or quarantine order, HR will make the change. It could take 4-6 weeks for the change to be seen on their stub.

The staff's email must include the following:

- Name
- Dates they will be out
- Number of days out
- Documentation of positive result or quarantine order – (If the positive test is a home test, they must take a picture of the home test next to their school ID, DL or other ID with a picture.)

If an employee is told to quarantine by a health care provider or the Department of Health, they must follow those orders and provide a copy to both Nurse Maggie and HR.

Employees are entitled to three (3) COVID quarantines.

1. If an employee has symptoms, they call out and put in a sick day. If they test negative, they use a sick day. If they test positive, their days will be converted to COVID days.
2. You must test positive and show proof for the sick day to be converted to a COVID day.
3. You must test positive and show proof for the sick day to be converted to a COVID day.

If you test positive, you can return when the health care provider informs you it is safe to return.

If a health care provider in the district tells you to stay home, those days will be converted to COVID days.

### **Allowing employees to use sick/personal/vacation time when late**

Effective immediately, Office Managers will not be allowed to enter sick/personal time to cover an employee's late arrival or early dismissal. The employee will be docked the amount of minutes they are late on any given day. If there are extenuating circumstances, HR will make the final decision if sick time can be used for the in late/out early situation.

Note: If an employee has a doctor's appointment and needs to come in an hour late or leave an hour early (for example), they can use their sick time by requesting the time in advance with their supervisor. Then the Office Manager can adjust the time in Timepiece. However, personal and vacation time can only be used in half or full day increments.

### **Sub Pay**

To ensure we are paying substitute teachers and Building Substitutes appropriately, all Office Managers must notify HR ([hr@wpcsd.k12.ny.us](mailto:hr@wpcsd.k12.ny.us)) and Payroll ([payroll@wpcsd.k12.ny.us](mailto:payroll@wpcsd.k12.ny.us)) when either of these two scenarios occur in your building:

- When a substitute teacher or Building Substitute works **20 consecutive days** in the same assignment. As per contract, per diem or Building Substitutes who substitute in the same classroom for the same absent teacher for 20 consecutive school days shall receive an extra \$20 starting the 21<sup>st</sup> consecutive school day.
- When a per diem, Building Substitute or leave replacement teacher works **30 consecutive days** in the same assignment. As per contract, per diem or Building Substitutes who substitute in the same classroom for the same absent teacher for 30 consecutive school days shall be paid at the daily rate of 1/200<sup>th</sup> of Step 1 of the BA column of the teacher's salary schedule. This payment shall be retroactive to the first day in the consecutive assignment. Personal illness of the substitute will not constitute a break in service.