



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

## **PROCEDURE** Payroll During Non-Routine School Closure

*Last Updated: March 15, 2020*

**Responsibility:** Director of Finance & Operations

### **INTENT OF PROCEDURE:**

The intent of this procedure is to establish the process for payment of wages and benefits to staff during a non-routine school closure (such as the Executive Order declaring a state of emergency for the State of Vermont in response to COVID19), irrespective of the manner in which the staff activities are funded. Routine school closures (such as Summer vacation, scheduled breaks during the school year, and unscheduled but routine occurrences such as snow days) are not the subject of this procedure.

### **PROCEDURE:**

During a non-routine school closure, the Board shall determine which staff shall continue to receive pay and benefits based on job duties, operational needs, and collective bargaining agreement requirements.

Wages and benefits will be allocated to the same funding sources (federal, state, local) regularly in use, unless funds are unavailable. Employees paid with federal funds and employees with multiple funding sources will continue to be paid from the same sources used when there is not a school closure.

### **SUPPORTING DOCUMENTS:**

<https://education.vermont.gov/documents/agency-of-education-covid19-related-financial-guidance>