ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

February 20, 2024

To: STMA Staff
From: Douglas Birk- Executive Director of Administrative Services

RE: Staff reporting and recording guidelines for school closure (updated)

STMA Staff:

This memorandum is intended to assist you in determining how to record your time for a scheduled work day in which school is closed due to weather. The memorandum is divided into sections by job classification and you only need to review the section applicable to you.

As always, if you have questions, please contact Employee Services and we are happy to assist you.

ADMINISTRATION (including Principals, Directors, Supervisors, Coordinators & Specialists)

Administration is expected to work their entire duty day on a school closure. Administration may work on site or remotely.

CERTIFIED STAFF (permanent)

In accordance with past practice, permanent teachers and other certified staff are not expected to report to work on the initial two (2) weather closure days of a school year.

SUPPORT AND HOURLY STAFF (including food service, paraprofessionals, clerical, activity center, dome, Kids Play and other permanent hourly staff)

Support and hourly staff may elect to take Earned Sick and Safe Time (ESST), personal time, paid time off, or vacation time. In addition, support staff may take unpaid time. The individual staff member needs to select the application of time for their scheduled work day.

If the staff member does not select a time by the applicable payroll deadline, Human Resources will assume the staff member wants the time unpaid and record the time accordingly.

- The staff member must input the applicable time the staff member wants recorded for the school closure day by the payroll deadline.
- The staff member may use ESST time.
- Selections are not retroactive (after the payroll submission date).
- The district cannot assume what time you want to elect here- so please enter your time in TrueTime.
- As previously represented, support staff on the Master Contract will be held contractually harmless for the school closure on January 21, 2025 and February 18, 2025. This would include incentive programs.
- Staff may only apply time up to the hours scheduled per work day by the School Board.

The district encourages staff to evaluate their own situation and select the option that works for them. However, it is important to remember that ESST (sick) time ***is not a vested benefit at STMA***- that is, if you separate from the district you do not cash out any of your accrued ESST time.

We encourage staff to take pay for this date if you otherwise are eligible for it.

MAINTENANCE

As a basic expectation of employment, custodians are expected to come to work on inclement weather days, except in hazardous conditions. This language is set out in the Master Contract.[1]

Staff who are unable to make it to work on a school closure day, may elect to use any accrued time available including Earned Sick and Safe Time (ESST) or vacation. Staff must elect the time in Skyward by the applicable payroll deadline.

In the absence of an election, Human Resources will assume and record the time as unpaid. Elections are not retroactive.

As a reminder, maintenance staff that work the entirety of their shift during a day in which school is closed due to weather, will earn a vacation day. Maximum of 2 days per work year.

LONG-TERM CERTIFIED STAFF SUBSTITUTES (assigned to replace one teacher/certified staff member for more than 30 days)

No action is necessary.

BUILDING ASSIGNED SUBSTITUTES

Please go into True Time and make an election. You may choose to:

- Apply Earned Sick and Safe Time (ESST) time if available and be paid; or
- Indicate unpaid time if you prefer to not be paid or if you do not have sufficient ESST time available.
- Please make an entry within 5 days of the school closure date.

SUBSTITUTES (temporary certified and non-certified staff)

Substitute teachers and non-certified staff who have worked for the school district in excess of 80 hours for a calendar year will have accrued Earned Safe and Sick Time (ESST).

[1] Section 9.6.

If you were scheduled to take an assignment at least 24 hours in advance of a school closure and you accepted that assignment in Smartfind, you may apply for the use of ESST time by completing an Earned Sick and Safe Time (ESST) Request form and submit it to Michelle Neu in Employee Services within 10 days of the school closure. Without an application, the time will be unpaid. It is your choice whether to use this time or not.

The form is located here:
https://resources.finalsite.net/images/v1704825457/stmak12mnus/rkhtqyts2prif7t4rqjs/EarnedSickandSafeTimeForm.pdf (last visited Feb 20, 2025).

INSTRUCTIONS FOR ENTERING TIME

Instructions for entering leave requests are located here
https://resources.finalsite.net/images/v1706034309/stmak12mnus/velq0r6o3zmtp1nc5mtg/TimeoffRequests_2.pdf (last visited Feb 20, 2025).

ADDITIONAL HELPFUL INFORMATION

The school district, under the direction of the School Board and Dr. Ann-Marie Foucault, always approaches school closure by keeping the safety and interests of our students and staff at the forefront of all that we do.

School closures are unexpected emergencies. So we take an approach to do all that we can to not have such unexpected closure days adversely impact the economic interests of our staff. We encourage you to use the leave benefits you have earned when you can.

Further, we adopt a "hold harmless" approach for the use of leave on these days to contractual benefits that we do not have to do under the circumstances because it is the right thing to do.

Our hope is these administrative choices may reflect, in a small way, how we value our staff. It is not the approach in every school district and certainly not the approach of many employers in the private sector.

If you have questions about the use of ESST or other leave time during school closure, please do not hesitate to contact Employee Services.

Sincerely,

Douglas Birk (e-signature)

Douglas Birk
Executive Director of Administrative Services
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cc: Dr. Ann-Marie Foucault- Superintendent of Schools
Employee Services