COLOMA COMMUNITY SCHOOLS
INSPIRE TO ACHIEVE - EMPOWER FOR SUCCESS

TEACHER & SUPPORT STAFF COVID-19 HAZARD PAY

The Michigan Department of Treasury recently released details regarding the process for teachers and school support staff to access the one-time hazard pay for teachers and support staff included in Public Act 166 of 2020. Public Act 166 of 2020 calls for a one-time $500.00 hazard pay to be paid out to eligible teaching staff and a one-time $250.00 hazard pay to be paid out to eligible school support staff to recognize the additional time spent outside of normal working hours and additional costs teachers have incurred as a result of the school closure in the Spring of 2020.

Teachers will need to meet the following eligibility requirements:

1. Prior to the issuance of Executive Order 2020-35, the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at the District.
2. After issuance of Executive Order 2020-35, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the District's continuity of learning plan.
3. The teacher certifies to the District, via the Form 5734, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the District's continuity of learning plan. This form will be reviewed by the district for eligibility.
4. *If the teacher was employed in a part-time capacity, the hazard pay will be prorated to meet their portion fulfilled.*

School support staff will need to meet the following eligibility requirements:

1. Prior to the issuance of Executive Order 2020-35, the school support staff (a K-12 full-time or part-time para-professional, aide, or non-instructional staff) performed at least 75% of their workload in a brick and mortar school building at a district.
2. Meets the school support staff statutory requirements to receive grant funding. For a list of school support staff positions please refer to the paraprofessional/aide assignments beginning at p. 41 and non-instructional assignment codes beginning at p. 43 of the Registry of Educational Personnel Data Field Descriptions Manual. The State of Michigan has also complied a Support Staff Eligibility FAQ.

3. The school support staff certifies to the District, via the Form 5734, that he or she worked additional time spent outside of normal working hours, experience hazardous conditions, or incorrect additional costs related to providing student services during the COVID-19 pandemic. This form will be reviewed by the district for eligibility. *If the support staff was employed in a part-time capacity, the hazard pay will be prorated to meet their portion fulfilled.*

Timeline:

- November 9, 2020 – Form 5734 is available to eligible staff via this website.
- December 4, 2020 – Completed Form 5734 is due back to the Business Office via emails at ksternaman@ccs.coloma.org, interoffice mail, or USPS to:

  Coloma Community Schools
  Business Office
  302 W St. Joseph St.
  Coloma, MI 49038
- **Form must be received by December 4, 2020. Incomplete forms will not be processed.**
- February 25, 2021 – The Michigan Department of Treasury estimates mailing checks on or about February 25, 2021 to the address of residency provided via the Form 5734.

Upon reviewing each submitted Form 5734, if the district determines that you do not meet the eligibility requirements released by the Michigan Department of Treasury you will be notified via email. If you feel this was done so in error, you may submit your written appeal to this decision to sashley@ccs.coloma.org. This written appeal must be received by December 9, 2020.