

IDEA PUBLIC SCHOOLS BOARD POLICY

COMPENSATION DURING CLOSURE

Sec. 1. PAYMENT DURING CLOSURE

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments.

Sec. 2. PREMIUM PAY DURING STATE OR LOCAL GOVERNMENT DECLARED DISASTERS

After authorization by resolution or other Board action and in accordance with such authorization, employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid either a hardship stipend or paid at the rate of one and one-half times or two times their regular rate of pay for all hours worked up to 40 hours per week as determined by the CEO/Superintendent and based on the nature of the emergency. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law based on their regular rate of pay. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closures.

Sec. 3. NOTIFICATION OF STATE OR LOCAL GOVERNMENT DECLARED EMERGENCY

When a state of emergency is imminent or has been declared, the Superintendent or designee shall notify all employees through communication channels of such a declaration.

Even if a public announcement of closures or suspension of services is issued, no one shall be excused from work until the Superintendent authorizes employees to leave through designated administrators. Employees must return to work in accordance with notification by the Superintendent or designee, as provided herein.

An employee authorized to leave work during an emergency closing under this policy shall be on emergency paid administrative leave. This leave shall start when the employee is dismissed by his or her designated administrator and shall continue until the Superintendent declares it is safe for all employees to return to work. Employees shall be expected to return to work on their next scheduled day or shift following the Superintendent's declaration. If an employee fails to return to work, paid and unpaid leave under Board policy shall be applied to the extent the employee has available leave.