

## **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, provided that the students are not required to make up the day(s), unless otherwise provided by Board action. Should a make-up day be required, no payment will be issued for the closure day for hourly employees who do not work. 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 their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. 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.

### **Sec. 4. RETENTION.**

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

**Sec. 5. CERTIFICATION.**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Payment During Closure, as originally adopted by the Board on June 12, 2020, and as subsequently amended on July 28, 2023 and is in full force and effect and has not been revoked or amended.

DocuSigned by:

*A. Ryan Vaughan*

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Anthony Ryan Vaughan, Board Secretary

8/1/2023

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Date Certified