

Human Resources FAQ's

I am an hourly employee (bus driver, paraprofessional, interventionist, food service, etc.). Will I get paid during the school closure?

Yes, all hourly staff members will continue to get paid through the mandated school closure (March 16, 2020 through April 12, 2020) at their normal daily rate. Staff do not need to use earned leave time during this closure to be paid. All hourly staff must complete and submit an electronic timesheet for their regularly scheduled days and hours.

Effective April 13, 2020 any hourly employee who is unavailable to work (sick, personal day, etc.) must follow normal attendance and payroll reporting procedures.

I am a salaried employee (excluding teachers), how do I report my time for payroll?

You will continue to be paid during this state mandated closure. You do not need to enter anything. There should be NO entries for time off from March 16th to April 12th, submitted via the *Employee Access Center (EAC)* under Leave Information; this includes, sick days, personal days, and other types of leave.

Effective April 13, 2020 remote learning will begin and you will continue to be paid your normal salary.

If you are unavailable for work (ie, sick day, personal day, etc.), you will follow normal attendance and time reporting procedures.

I am a certified staff (teacher), how do I report my time for payroll? You will continue to be paid during this state mandated closure. There should be NO entries for time off from March 16 to April 12, 2020 submitted via *Frontline* under "Create an Absence"; this includes, sick days, personal days, and other types of leave.

Effective April 13, 2020 remote learning will begin and you will continue to be paid your normal salary.

If you are unavailable for work (ie, sick day, personal day, etc.), you will follow normal attendance and time reporting procedures.

If requesting an absence, please indicate "NO SUB REQUIRED".

Will long term subs be paid during the school closure?

Yes. The district will work with EduStaff to pay those long term subs who will continue to provide services during the state mandated shutdown.

I put in for a personal day during state mandated closure during the period of March 16th through April 12, 2020, will I still be charged for that day?

No. Because school is closed you were not charged.

I put in for a personal day during state mandated closure after April 13, 2020, will I still be charged for that day?

Yes. Because there are work expectations for teaching and learning effective April 13, 2020, any requests for leave time must be approved per normal attendance and time reporting procedures.

I am on a Leave of Absence during the period of March 16th through April 12th will my leave bank be charged during this time?

No. No leave banks were charged for leaves of absences during this period.

However, because there are work expectations for teaching and learning effective **April 13, 2020** through the remainder of the 2019-20 school year, employees on an approved leave of absence will have their leave banks charged accordingly.

I applied for and was approved for a leave of absence under FMLA. However, I would like to return to work earlier than my original return date. What do I do?

An employee who wishes to return to work earlier than the date indicated by their physician must provide, in writing, a return to work statement from their physician indicating the employee is able to return to work without restriction.

I have been approved for an FMLA due to medical illness, disability or birth of a child during the state mandated closure. Do the dates of the closure count towards my 12 week time?

The time period of March 16, 2020 through April 12, 2020 does not count toward your 12 weeks of FMLA leave time. However, because there are work expectations for teaching and learning effective **April 13, 2020**, your FMLA clock will begin or restart accordingly on **April 13, 2020**.

Who is required to work?

All Instructional/Certified Staff are required to deliver alternative instruction remotely.

Administrators, Central Office, Technology, Administrative Support personnel may be requested to work during this time period to maintain essential school functions.

KESPA, KESA and other hourly positions may be assigned work, at the discretion of the district to support remote learning and/or maintain minimum basic operations necessary to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

I have been deemed an essential employee but I am nervous about returning to work. What are my options?

This is not a covered criteria pursuant to the *Families First Coronavirus Act FFCRA*. If an employee refuses to work for a non-covered illness/reason, normal attendance procedures will apply. Upon request, the district may allow employees to take unpaid leave time. Please contact Human Resources for more information.

I would like to request a leave of absence due to COVID-19 – Families First Coronavirus Act (FFCRA) How do I find out if I qualify?

If an employee is unable to work due to COVID-19; either they are diagnosed or caring for a family member who has been diagnosed they should contact Human Resources to discuss leave of absence options for which they may qualify. Medical documentation is required to qualify for this leave.

I believe that I have a health related illness that prevents me from performing my job responsibilities. What should I do?

If an employee is unable to work due to a medical illness or disability that prevents them from performing the essential duties of their job responsibilities, they may qualify for FMLA. They should contact Human Resources to discuss eligibility criteria. Medical documentation is required. Employees who are eligible for an FMLA leave of absence may use any available sick time.

I have been asked to return to my building/department to work. I believe that I am at risk for severe illness due to my age or other underlying health issues. What are my options?

You may qualify for an exemption which allows for you to work remotely. Please contact Human Resources.

Am I eligible for unemployment?

Eligibility is ultimately determined by the Office of Unemployment. However, we will communicate that there have been no layoffs or reductions in our workforce during this state mandated closure. This means we will report our employees as “still employed” unless we have received notice of your resignation or retirement.

Will I continue to receive health insurance benefits during the building school closure?

Benefits for KPS personnel shall remain unchanged for the duration of the 2019-2020 school year in accordance with your employee agreement.

Will I continue to earn MPERS Service Credit?

Employees will still receive service credit during this time while they are receiving their normal compensation through payroll. Hours will continue to be reported to the Office of Retirement Services (ORS) through our payroll process as usual. In short, you will receive service credit for the 2019-2020 school year.

Will I still receive my schedule B payment?

Schedule B payments will be paid as scheduled.

Can I access the buildings during the mandated school closure?

All school buildings and facilities are closed during the mandated school closure. If a teacher does not have Internet access at home, there may be an option to work from your classroom. Please contact your administrator for approval. This will only be considered for staff with no other options to provide learning for their students.

Will Central Office be open during the school closure period?

Central Office will also be closed to the public during the mandated school closure. If you have questions or need information please call (616) 455-4400 or email us at kps.FAQ@gmail.com.

Are there resources available if I am feeling anxious during this time?

You may communicate with agencies like Pine Rest, Counseling Associates of West Michigan, Hope Network or as advised/referred by your Primary Care Physician. For a list of agencies, please contact your physician's office.