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Date: July 29, 2020 at 11:14:01 PM EDT

To: Time-Labor Group <time-labor@mailman.sandi.net>

Subject: [Time-labor] Message to Timekeepers: Updated Information Regarding Use of Sick Leave & Hazard Pay

Reply-To: <time-labor@mailman.sandi.net>

Hello Timekeepers, Managers and Site Administrators,

Below this message are two significant correspondences that have driven how leave and pay have operated since the district closure due to the pandemic on March 16, 2020. Effective July 1, 2020 leave entitlements, usage and reporting will revert back to standard district procedures.

In addition, hazard pay (codes that have been used are described below this message) will no longer be allowed for employees as of July 1, 2020. Based on recent Board approval, non-represented managers, confidential employees and classified hourly substitutes who had to perform work at sites during the same March 16, 2020 through June 30, 2020 timeframe are now eligible for hazard pay previously offered to other employee groups. For non-represented managers and confidential employees, the same codes used for other groups are now available for timesheet entry for the referenced time period. For classified hourly substitutes, a new TRC code **HZH19 L - CVD19 HZD HRLY (.50)** has been created for this purpose and is now available in PeopleSoft. The new earnings code associated with this new TRC code is **HZH L - CVD19 HZD HRLY (.50)**.

Please review the following 8 points outlined below, so as to fully understand how to proceed effective July 1.

1. All leave entitlements will revert back to collective bargaining obligations and district policy and procedure effective July 1, 2020. This means individual sick leave balances will be required to be used including half-pay sick leave and unpaid leave where balances have been exhausted. Employees will essentially start over beginning July 1 in terms of leaves that will be taken. Vacation, personal business and personal necessity should continue as normal as well. The alternative sick leave that has been provided for all absences associated with individual sick leave balances will only be allowed for purposes associated with federal law, HR 6201, Families First Coronavirus Response Act, Employer Paid Leave provisions. These provisions are outlined in the MOUs agreed to with CSEA, AASD and POA that are included in the message below. Up to 80 hours of paid sick leave, using the Time Reporting Code 19 SLC will be available for employees who meet the eligibility criteria outlined in the law that is associated with COVID 19 conditions.
2. Partial day absences that have been suspended during the closure will be back in effect on July 1, 2020. This means absences will again need to be reported for hours of absence and not just full days.
3. Two-hour personal necessity will be required again as normal.
4. Industrial accident reporting will return as normal.
5. Employees will receive accruals in July following normal procedures.
6. Hazard pay will no longer be allowed effective July 1, 2020. These codes will be inactivated beginning July 1 therefore they will not be available for use for hours worked on or after that date.

7. Visiting certificated employees at traditional schools will no longer have assignments paid that have been in force since 5 p.m. March 13, 2020. Year-round visiting certificated employees will continue to be paid for them until July 22, 2020 then those will end also. All visiting teacher assignments should be handled using standard procedures from these points forward.

8. Classified substitutes who have been paid for confirmed jobs that were in effect as of 5 p.m. March 13, 2020 will no longer have these assignments paid after June 30 and July 22 as well.

**Below are the two previous correspondences referenced above:*

Second of the two correspondences (sent on Thursday, April 16, 2020):

Hello Timekeepers,

*As we continue to work through bargained agreements and policies and procedures regarding everything payroll and the district closure, we wanted to provide some updated information to you regarding reporting hours and absences for our monthly salaried employees and substitutes. First, we know how difficult this transition has been as it has been just as difficult for those of us supporting you. We will continue to work to provide answers to your questions as soon as we can. There have been delays in doing just that as we must have accurate answers before we can provide them and that has been a challenge to get to. That said, below are some additional pieces of information since the last correspondence we had with you on March 20 which is also included below. **The conditions in that March 20 notice remain in force.** We are working with our payroll specialists at the same time we are working with you on all of this. Please continue to work with them on individual questions and we will do our best to keep finding answers.*

Bargained Agreements (all agreements are available on the Labor Relations web site on the Staff Portal)

· SDEA MOU Impacts and Effects of COVID-19 Pandemic Signed 3/23/2020 (SDEA MOU Impacts and Effects of COVID-19 Pandemic)

This agreement outlines compensation, benefits and leave during the closure.

· SDEA MOU Distance Learning Due to School Closures During COVID-19 Pandemic Signed 4/2/2020 (SDEA MOU Distance Learning Due to School Closures)

This agreement speaks to how the parties will operate while distance learning is in force. Please review this agreement in its entirety. Pay special attention to language included in Section 4. Workday and Hours and Section 9. Compensation Evaluation.

· CSEA MOU Impacts and Effects of COVID-19 Pandemic Signed 4/2/2020 (CSEA Impacts and Effects of COVID-19 Pandemic)

This agreement outlines several things including paying unit members and leave provisions associated with HR 6201, The Families First Coronavirus Response Act enacted into law on March 18.

· AASD MOUs Impacts and Effects of COVID-19 Pandemic signed 4/9/2020 for both Classified and Certificated Bargaining Units (AASD Certificated MOU; AASD Classified MOU). These

agreements outline several things including paying unit members and leave provisions associated with HR 6201, The Families First Coronavirus Response Act enacted into law on March 18.

· POA MOU Impacts and Effects of COVID-19 Pandemic signed 4/9/2020 (POA MOU Impacts and Effects of COVID-19 Pandemic)

Sick Leave for all Monthly/Salaried Employees: The direction provided in the notice on March 20 remains in force. Please continue to use the alternative sick leave code described in that notice, 19 SLC, for employee illnesses. This code should also be used for the conditions described in the CSEA, AASD and POA agreements included above as it relates to HR 6201. Please review those sections carefully.

Hazard Pay for Employees Required to Report to a School Site/Department and/or Employees who are Required to Come into Contact with the Public Paid at One and a Half (1.5) Times their Standard Rate of Pay: This will be a new reporting requirement for timekeepers using new Time Reporting Codes. The Codes are shown below (being added to PeopleSoft HCM today). This type of pay will need to be reported in hours based on only the number of hours that an employee is required to report to a school site/department and/or who are required to come into contact with the public/other employees. Attached to this message is a chart that provides examples of how to report this time. Please make sure you are reporting this type of pay on the appropriate job record for the assignment that meets these conditions. There is no separate account string to be used for this. Finance will be making expense transfers following payroll transactions.

We know this is not an easy task especially going back to March 16. My best advice to all of you is to develop a tracking mechanism in coordination with your supervisor. I would recommend keeping something as simple as an Excel spreadsheet that documents the employee, the dates worked, the hours that were required to worked at a site or department and document the supervisory approval on that spreadsheet. This should be maintained by each site as an auditable back-up document. You should also be using the comments field on the timesheet more than you ever have before.

Use for	Time Reporting Code	Short Desc	Description	Earnings Code	Short Desc	Description
Regular Salaried Hours and Additional Straight Time	HZ19	HZD PAY	L - CVD19 HZD PAY (.50)	HZP	HZD PAY	L - CVD19 HZD PAY (.50)
Double Time OT 2.0	HZ19D	HZD OTD	L - CVD19 HZD/OTD (1.0)	HZD	HZD OTD	L - CVD19 HZD/OTD (1.0)
Time and a Half OT 1.5	HZ19O	HZD OTH	L - CVD19 HZD/OT (.75)	HZO	HZD OTH	L - CVD19 HZD/OT (.75)
Straight Time OT	HZ19S	HZD OTS	L - CVD19 HZD/OTS (.50)	HZS	HZD OTS	L - CVD19 HZD/OTS (.50)

Extended Day Units for SDEA Unit members: SDEA unit members will continue to be compensated for any extended day units they were assigned for the 2019-20 school year. Timekeepers should report these units as they normally would have prior to the district closure.

Work During Preparation Periods for SDEA Unit Members Agreed to Prior to the District Closure: Teachers at secondary schools who have reached individual agreements with their administrator prior to the closure of schools on March 16, 2020 to work through their preparation period shall continue to be paid the rate they were previously paid for teaching through their preparation period. Timekeepers should report these hours as they normally would have prior to the district closure.

Certificated and Classified Substitutes in SAMS/SmartFind Express (for questions regarding visiting certificated employees and/or classified substitute assignments, please contact the SAMS Help Desk) :

· Please do not change the data entries for Classified or Visiting Teachers/ Certificated substitutes in SAMS or Time & Labor for the period of March 16-27, 2020. Human Resource Services Division verified and confirmed all jobs in SAMS for the time period of March 16 through March 27, 2020 that were in the substitute management system as of 5:00 p.m. March 13, 2020. Payment for Visiting Teachers/Certificated employees during this period was made based on the agreement reached between the district and SDEA. Classified substitutes who had a confirmed job in the substitute management system as of 5:00 p.m. on March 13, 2020 and all additional scheduled and confirmed jobs received full pay for those assignment(s).

· Site timekeeping procedures will return to normal effective April 6, 2020. Meaning, sites must verify hours for visiting certificated employees and classified substitutes for all confirmed jobs in SAMS. The classified substitute assignments entered into the system as of 5:00pm on March 13, 2020 and were to be worked beginning April 6, 2020 through the end of the traditional school year should not be cancelled. Those jobs have been guaranteed to be paid to those substitutes who had accepted those jobs in good faith. Please do not cancel these assignments. Please confirm and verify these assignments using the normal timekeeping procedures.

· If your site uses a substitute between April 6, 2020 and the end of the year, and that job is not already in the SAMS system, you will need to enter those jobs.

You will confirm and verify all jobs that occur from April 6, 2020 to the end of the year using the normal timekeeping procedures.

· ***Substitute and Visiting Certificated Employee Pay Rates:***

Classified pay for classified substitute assignments will follow the regular rate of pay for the classification of the confirmed assignment(s).

Certificated pay for certificated visiting teachers/ certificated substitutes/ certificated retiree assignments will follow the rates outlined in Appendix D, Section 2.00, 3.00, 7.00 and 8.00.

First of the two correspondences (sent on March 20, 2020):

Good evening timekeepers,

Once again, I'd like to express my gratitude for your continued support and for your patience while we have worked through the complexities of the district payroll and direction for staff during this closure. Below are details that describe pay for monthly, salaried staff, modifications we are making to certain leave provisions during this time, a new Time Reporting Code and corresponding Earnings Code to be used and information regarding paying substitutes during the closure. These provisions will be effective beginning Monday, March 16, 2020. Please review carefully. Hopefully we've captured everything here. If you have questions, please continue to work with your payroll specialists. They too are just digesting all of this, so we all need a little more patience with each other in order keep moving forward.

Active, Monthly, Salaried Employees (all regular, contracted employees not on long-term unpaid leave)

Effective March 16, 2020 some district staff are on-call, limited numbers are working on site and many others are working remotely. Site administrators and department managers/supervisors continue to set direction for staff. The following pay/leave provisions will be in force during the current closure beginning March 16, 2020:

- These employees will continue to be paid their regular monthly salary during the closure.*
- Partial day absences, meaning those that are not for the full day of any regularly scheduled work-day (FTE determines full day), will be suspended effective March 16, 2020. That includes the suspension of 2-hour personal business. Timekeepers should only report full-day absences and employees who request leave will be unavailable for the full day. Leave types include vacation, PPI, personal necessity and personal business. Employees who need to be away for any part of a day will not be required to use any leave balances and nothing needs to be reported in Time and Labor. This is very different from our current way of operating of course but due to the changes in how we are working, the work is now much more task oriented from day-to-day. Payroll will monitor Time and Labor transactions and will be removing any partial day absences that get reported from the payroll.*
- Regular sick leave that is requested and taken will not be docked from sick leave balances. All sick leave taken should be reported using the new Time Reporting Code shown below.*
- Employees who have had either unpaid time or half-pay sick leave reported in Time and Labor beginning on March 16 will have that time removed and replaced by Payroll staff with the new Time Reporting Code and corresponding Earnings Code on the March 31 monthly payroll which takes into account hours and absences reported through the timekeeper deadline of March 16. Those codes are described below. Timekeepers should no longer report unpaid time or half-pay sick leave. Instead, all illnesses, whether related to the COVID-19 virus or not, should have the absence reported using the new Time Reporting Code. Payroll will be monitoring all unpaid time and half-pay sick leave to assure it does not get processed on any given payroll.*

Traditional School Spring Break:

During the spring break scheduled from March 30-April 3, 2020, employees who are scheduled off at these schools will remain so. Those employees who are required to use vacation during the break will need to have vacation reported during that time. As stated above, unpaid time should not be reported during this closure. Vacation can be reported both now and over the course of the next couple of weeks due to the late notice to everybody. This reporting can be processed on both the March and April monthly payrolls.

Year-Round Spring Break:

During the break at year-round schools scheduled from March 30-April 24, 2020, employees who are scheduled off at these schools will remain so. During the week of March 30-April 3, 2020, employees who are required to use vacation during this time will need to have vacation reported. As stated above, unpaid time should not be reported during this closure. Vacation can be reported both now and over the course of the next couple of weeks due to the late notice to everybody. This reporting can be processed on both the March and April monthly payrolls.

New Time Reporting and Earnings Code:

Time Reporting Code: 19 SLC

Earnings Code: XSM (corresponding Earnings Code that populates to the official payroll audit report for each payroll)

Certificated and Classified Substitutes

Long-Term Substitutes - All long-term substitutes will be paid for any confirmed assignment in the SAMS system at the close of business on March 13, 2020. Human Resources is preparing to restore jobs that were all cancelled last weekend.

Day-to-Day Substitutes - All day-to-day substitutes will be paid for any confirmed assignment in the SAMS system at the close of business on March 13, 2020. Human Resources is preparing to restore jobs that were all cancelled last weekend.

Classified Substitutes - All classified substitutes will be paid for any confirmed assignment in the SAMS system at the close of business on March 13, 2020. Human Resources is preparing to restore jobs that were all cancelled last weekend.

Retired Hourly Workers - Employees who have retired but who are approved to work through the HR Division and are asked to do so during the school closure by a department (e.g. retired administrator working at a school site). These employees will continue to be paid based on timecards submitted using the normal procedures.

Changes for the Week of March 9-13, 2020

Any salaried employee who was sent home for exhibiting symptoms and has had an absence reported in PeopleSoft Time and Labor as sick leave during the week of March 9-13, 2020 must have the time removed and the new Time Reporting Code 19SLC entered onto the timesheet to record the absence.

Time-labor mailing list

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