



TO: Chiefs, Assistant Superintendents & Area Superintendents

FROM: Cindy Powell
Chief Financial Officer

DATE: March 14, 2020

SUBJECT: Essential Personnel During District Closure

The District announced on Friday, March 13th, that all classes are canceled until March 30th to help slow the spread of COVID-19. Essential personnel will work during the closure to continue critical functions such as on-line instruction, student feeding, payroll, technology and employee benefits.

All campuses are closed, with the exception of Food Service and Plant Service functions, unless otherwise approved by administration.

ESSENTIAL ADMINISTRATIVE & OPERATIONS STAFF: The chiefs, assistant superintendents and department administrators will determine the positions within their respective areas that are essential for maintaining district operations during the current closure. Positions identified as essential are scheduled to work and/or be on call during the district closure. Positions identified as essential may change throughout the closure as needed to deliver services to students and district operations.

ESSENTIAL CAMPUS STAFF: The Assistant Superintendent of School Leadership will determine the campus positions that are essential for maintaining district operations during the current closure.

To the extent possible and as long as the work is productive, supervisors may allow essential personnel to work from home. Coordinate with your employees regarding any connectivity needs they have to facilitate their work from home. Contact Dwight Goodwin, Sr. Director of Technology Operations, at dgoodwin@aisd.net for assistance with technology needs.

Chiefs and Assistant Superintendents are responsible for the following:

- Work with your department administrators to determine which positions are essential for maintaining district operations
- Report to Assistant Superintendent of Human Resources Scott Kahl the list of employees in your departments who are identified as essential personnel and their role names
- Communicate with your employees by 5:00 pm Sunday, March 15th, to let them know if they are identified as essential personnel who are scheduled to work during the closure

If an employee is identified as essential personnel who needs to work in the office and they inform you they cannot report to the office due to an underlying health issue that makes them particularly vulnerable to the COVID-19, please attempt to let that employee work from home. If you cannot arrange a suitable accommodation, please refer the employee to Jola Kahn, Director of Benefits at jkahn@aisd.net to discuss their situation.

Employees will be paid during the closure from March 16 through March 29. Auxiliary and salaried non-exempt employees who are required to work during the emergency closure will be paid at the rate of one and one-half times their hourly rate of pay for all hours worked.

Payroll checks will be issued on the regular distribution schedule.