

ESSENTIAL PERSONNEL

I. ESSENTIAL PERSONNEL, DEFINED

In emergency situations which require the closure of one or more schools, some school district personnel may be dismissed from duty for the day(s) that the schools are closed, while others—defined as “essential personnel”—may be required to report for regular duty. The purpose for requiring essential personnel to report is to protect property from damage or further damage; to repair damage to property; or to continue business operations which are critical to the school district and its stakeholders.

Essential personnel at school sites shall be defined as

- The principal and the assistant principals
- The custodians
- The cafeteria manager

Essential personnel at the Central Office shall be defined as

- All members of the Superintendent’s Cabinet
- All Maintenance Department employees, including clerical staff
- The custodians
- Child Nutrition Area Managers

To the extent permitted by the Office of Homeland Security and Emergency Preparedness, some essential personnel shall receive identification cards which identify them as first responders in a disaster. The purpose of these identification cards is to assist school district personnel in gaining access to our properties in an emergency situation when emergency response officials may bar access to the general public.

II. JOB DESCRIPTIONS

Job descriptions for all employees defined as essential personnel shall be revised to indicate such so that employees clearly know that they are to report when the school district issues a message that “all essential personnel shall report.”

III. OTHER “STANDBY EMPLOYEES”

There may be times when employees not defined as essential personnel are called to report to work during an emergency in order to accomplish a specific task. These employees, defined as “standby employees” are

- Technology staff
- Payroll Department staff
- Human Resources Department staff
- Insurance Department staff

IV. COMPENSATION

When all schools in the school district are closed because of an emergency, essential personnel and standby employees who are non-exempt shall be paid 1.5 times their hourly rate in addition to their regular hourly rate for the hours they work while the school district is closed. Compensation shall begin when the employee clocks in at work. In the absence of a time clock, compensation shall begin when the employee reports to a supervisor that s/he has arrived at work. Travel time shall not be included as time for which the employee is compensated.

Adopted: 10/15/2008