

Frequently Asked Questions (FAQs)

SNOW DAY MAKE-UP

Q: Is the snow day in the school year an additional day of work?

A: No, it is only utilized as a make up day if necessary due to a snow closure.

Q: What does hourly employee mean?

A: Employees who are not contract employees; hourly employees are paid on an hourly basis and do not receive paid leave or group benefits (i.e. child nutrition technician, bus attendant, sweepers, student support assistant, paraprofessional, etc...).

Q: What does contract employee mean?

A: Employees who are paid on a salary basis, work at least 20 hours per week, receive an allotment of paid leave, are eligible for group insurance benefits, and receives retirement contributions (i.e. principal's secretary, head custodian, child nutrition manager, etc...).

Q: What does non-exempt employee mean?

A: Employees who must be paid at least \$7.25 per hour, are entitled to overtime compensation at the rate of 1.5 times their regular hourly rates for all hours worked over 40 hours in a workweek (i.e. head custodian, bus driver, child nutrition technician, etc...). Note: non-exempt employees can be either contract or non-contract.

Q: What does exempt employee mean?

A: Employees who must be paid at least \$450.00 per week and are not entitled to overtime compensation (i.e. principal, teacher, administrator, director, etc...). Note: These employees are contract employees.

Q: What is a contract calendar?

A: Every contract job title has a calendar that identifies the work days and non-workdays (contract/non-contract days).

Q: Where can I find the contract calendar associated to my job title?

A: The calendar can be accessed by logging into the Employee Online portal and selecting the menu dropdown.

Q: What happens to my calendar on a snow day?

A: The following calendars have been updated to reflect February 3, 2020 as a non-contract/non-work, non-school day and May 22, 2020 as a contract, work-day and school day:

- 213- Elementary Principal;
- 202- JROTC;
- 201- 10 month contracts;
- 195- Teacher specialists and Counselors;
- 185- Certified;
- 182- Special Education;
- 182- Transportation;
- 181- Community Education and Pre-Kindergarten; and
- 180- 9-month contracts.

Q: How do I make up the snow day?

A: For teachers, May 22 is the make-up day. For administrators and Classified Exempt, who are already scheduled to work May 22, the make-up day will be the first Efficiency Friday, June 12, 2020. All others will follow the guidelines in the email provided.

Q: I enter time using Kronos, what do I need to do with the snow day?

A: February 3, 2019, 2020, will be coded as a non-contract day and the system will not create a missed punch. However, if you:

- *Worked a full/partial day on February 3, 2020, the hours will be paid;*
- *Planned to be off and submitted leave accruals for February 3, 2020, and are:*
 - *On a contract and your calendar has now changed, no leave accruals will be used, as February 3, 2020, becomes a non-contract day.*

Q: I enter days off using AESOP, what do I need to do with the snow day?

A: If you had planned to be off, no leave accruals will be used as February 3, 2020, becomes a non-contract day.

Q: I am an hourly employee, how does the snow day impact me?

A: Please coordinate with your supervisor and follow the directions provided in the email.

Q: I am substitute teacher, how does the snow day impact me?

A: Substitute teachers who received an assignment through AESOP for February 3, 2020, will not receive compensation for the day nor be allowed to make-up time.