

Dear WESD Team,

A Spanish version will be available on this evening on our [Web site](#).
Una versión en español estará disponible esta tarde en nuestro sitio [Web](#).

Thank you for your patience as we work to answer the many questions related to COVID-19. First and foremost, we want you to know that we care about your health and safety, as well as your family's. We encourage you to follow the Center for Disease Control and Prevention's guidance by practicing social distancing and not gathering in groups larger than 10.

On Sunday, March 15, Governor Doug Ducey and Superintendent of Public Instruction Kathy Hoffman ordered the closure of all schools through Friday, March 27 in Arizona to reduce the spread of COVID-19. Yesterday, the Governing Board participated in an emergency special meeting to approve the closure through March 27 and ensure that ALL employees will be paid their base pay of their regular assignment during this closure.

Below, you'll find information related to employee compensation. Please remember that the situation is fluid and we don't have answers for all questions and things can change at any time. Please respond to this email directly if you have any questions.

Employee Compensation (Pay) through March 27

On March 16, the Governing Board authorized the Superintendent to continue regular payroll expenses for all employees during the closure through March 27.

- Non-essential employees will be reassigned to home.
- Essential employees who are hourly employees will be paid at time and a half when directed to come into work.

All employees shall remain on call and available to report to work.

The District is awaiting of legislative updates regarding pay beyond March 27.

Spring Break (March 16 and March 20)

The week of March 16 through March 20 is the District's Spring Break. The work calendar remains the same (no changes) for Spring Break. As a reminder, below are the details of each current work calendar:

- *194-day work calendar*
 - Includes: Paraprofessionals, Special Education Paraprofessionals, Crossing Guards, Monitors
 - Will be paid for two holidays during the week of March 16 through March 20
- *199-day work calendar*

- Includes bus drivers, bus assistants, 9-month custodians, food service helpers, clerks and unit leaders
- Will be paid for two holidays during the week of March 16 through March 20
- *201-day work calendar*
 - Includes library/media specialists
 - Will be paid for two holidays during the week of March 16 through March 20
- *208-day work calendar*
 - Includes teachers, health services, OTPTs, social workers, support instructors
 - Will be paid for five holidays during the week of March 16 through March 20
- *211-day work calendar*
 - Includes food service managers
 - Will be paid for five holidays during the week of March 16 through March 20
- *220-day work calendar*
 - Includes psychologists
 - Will be paid for five holidays during the week of March 16 through March 20
- *227-day work calendar*
 - Includes school office managers, school office technicians, school instructional coaches, lead social worker
 - Will be paid for five holidays during the week of March 16 through March 20
- *231-day work calendar*
 - Includes principals, assistant principals, office support manager
 - Will be paid for five holidays during the week of March 16 through March 20
- *262-day work calendar*
 - 12-month employees
 - Will be paid for the full week
 - Work performed on Monday, March 16
 - Will be paid for March 17 and 18 as it is a normal work day
 - Will be paid for two holidays
 - Essential hourly employees
 - Will be paid for the full week
 - Work performed on Monday, March 16
 - Will be paid for March 17 and 18 as it is a normal work day
 - Will be paid time and a half for hours worked on March 17 and 18
 - Will be paid for two holidays

Teachers

All teachers will...

- Be paid the base pay of their regular assignment through March 27.
- Be able to pick up materials needed to work from home on Monday, March 23 from 8:00 a.m. to 10:00 a.m.
- Clean out the fridge and perishable foods from cabinets/rooms on Monday, March 23 from 8:00 a.m. to 10:00 a.m.
- Not be able to work on campus during the closure, including March 23, unless required by the Superintendent or designee.
- Be prepared to teach on Monday, March 30.

- Work from home between March 23 and 27. Duties may include:
 - Preparing for report cards
 - Lesson planning
- Be available during school hours as you can be called or needed to report to work at any time with little notice.
- Check e-mails daily.

Exempt (salaried) Employees

Exempt, salaried employees will...

- Be paid the base pay of their regular assignment through March 27.
- Be able to pick up materials needed to work from home on Monday, March 23 from 8:00 a.m. to 10:00 a.m.
- Clean out the fridge and perishable foods from cabinets/rooms on Monday, March 23 from 8:00 a.m. to 10:00 a.m.
- Not be able to work on campus during the closure, including March 23, unless required by the Superintendent or designee.
- Be prepared to work on Monday, March 30.
- Work from home between March 23 and 27.
- Be available during school hours as you can be called or needed to report to work at any time with little notice.
- Check e-mails daily.

Hourly Staff

Hourly, non-essential employees will...

- Be paid the base pay of their regular assignment through March 27.
- Not be able to come on campus during the closure unless required by the Superintendent or designee.
- Be prepared to work from home through March 27 as directed by the site administrator.
- Be prepared to work on Monday, March 30.
- Be available during school hours as you can be called or needed to report to work at any time with little notice.
- Check e-mails daily.

Essential Hourly Staff

For the purposes of COVID-19 pandemic, the District identified essential, hourly employees who may be given direct assignments, likely on campus, during the closure. Essential, hourly employees will be paid at time and a half when directed to come into work.

The following are identified as essential employees at this time:

- School Facility Managers

- Will work on Monday, March 23 from 7:30 a.m. to 3:00 p.m.
 - To open some of the campus
 - To assist with food service setup and delivery
 - To clean after lunch pickup
 - To close campus
- Will be available to work on Tuesday, March 24 through Friday, March 27 from 10:00 a.m. to 12:30 p.m. This will be determined on Monday, March 23 if this is necessary.
- Be available during school hours as you can be called or needed to report to work at any time with little notice. It is likely that Facility Managers and Custodians will be called in to deep clean the campus prior to it being reopened.
- Check e-mails daily.
- If you are not feeling well, please stay at home. Please inform Alex Henriquez, so we can seek a replacement if it is necessary.
- Custodians (Night and Day)
 - Be available during school hours as you can be called or needed to report to work at any time with little notice. It is likely that Facility Managers and Custodians will be called in to deep clean the campus prior to it being reopened.
 - Check e-mails daily.
- Safety Department
 - Will be assigned work hours to provide security checks of District facilities during the closure.
 - Be available during school hours as you can be called or needed to report to work at any time with little notice.
 - Check e-mails daily.
 - If you are not feeling well, please stay at home. Please inform Harry Leon, so we can seek a replacement if it is necessary.
- Nutrition (Food) Services Department
 - Will be assigned work hours to provide meals for students during the closure.
 - Be available during school hours as you can be called or needed to report to work at any time with little notice.
 - Check e-mails daily.
 - If you are not feeling well, please stay at home. Please inform Connie Parmenter, so we can seek a replacement if it is necessary.
- Health Services
 - Will work on Monday, March 23 from 10:30 a.m. to 2:30 p.m.
 - To allow parents to pick up their child's medication at the health office.
 - Be available during school hours as you can be called or needed to report to work at any time with little notice.
 - Check e-mails daily.
 - If you are not feeling well, please stay at home. Please inform Beth Golden and Debbie Halverson, so we can seek a replacement if it is necessary.