**FREQUENTLY ASKED QUESTIONS**

**Addendum to Regulation 4810 - Emergency Administrative Leave**

In order to address the unprecedented health crisis impacting the country, and FCPS specifically, the following revisions have been made to Regulation 4810 which governs emergency administrative leave.

**What changes have been made to Regulation 4810?**

Regulation 4810 did not specifically address extended closures due to a public health emergency (pandemic).  An addendum to 4810 has been issued to address the impact of a public health emergency on our working conditions, including teleworking efforts, and to ensure fiscal responsibility due to extended closures of FCPS. It no longer uses the term “essential employee,” and creates a new category, “critical employee,” to designate overtime pay for time spent performing work that is public facing and requires public engagement.

**How does this addendum to Regulation 4810 impact my work?**

Certain employees will be identified as critical by their program manager as a result of this addendum. All other exempt and non-exempt employees, previously identified as essential, should be available for telework during the extended closure. Those employees who cannot initially telework should consult with their direct supervisor. Employees should remain available for work during their contract hours during this time.

**What if I cannot currently telework?**

If no telework is identified initially, then the employee is to remain available during their regular scheduled work hours for any tasks assigned by a supervisor.

**What if I am asked to telework from home, but I don’t have the technology to telework?**

Employees need to work with their immediate supervisor/program manager/principal to identify possible work solutions.  When possible, supervisors will work with IT to secure technology for employees in the event of a prolonged closure. Employees will need to work with their supervisor to identify a pick-up process.

**How does this addendum to Regulation 4810 impact my compensation and benefits?**

The addendum does not impact your pay or benefits unless you are designated as “critical”. Critical staff will continue to receive the overtime pay differential beginning March 23, 2020 and going forward for any hours spent in work that involves public engagement.

**Who is designated as “critical” during a Condition 1B closure?**

The addendum designates “critical” staff as non-exempt staff working in critical areas of operation including food services, facilities, transportation, IT Support, Safety and Security and others as determined by the Superintendent; who are engaging in public facing/public engaging work during a public health crisis.

**If I have been designated as essential and am a non-exempt employee, do I still receive the overtime pay differential?**

Staff who were designated “essential” previously under Condition 1A, and who are non-exempt will receive the overtime pay differential through March 20, 2020. After March 20, 2020, only those employees designated as “critical” will receive the pay differential.

**How do I know if I am designated as critical?**

Staff who are designated as “critical” will be informed by their supervisor.

**How does this addendum impact my Time and Attendance?**

An employee’s time and attendance procedures will only change if you are receiving overtime as a non-exempt critical employee. Supervisor/program manager/principal will monitor the employee’s hours worked to report for the added compensation.

**If I am a principal or program manager, how do I ensure that I am being consistent in my designations of critical personnel?**

The Superintendent, Deputy Superintendent, and Region Superintendents will provide guidance to principals around critical personnel to ensure consistency among the five regions so that communities are also clear on which services will be available.Similarly, Assistant Superintendents will provide guidance to their departments.

**Does this addendum apply if we move to Shelter in Place?**

If there is a mandate to “Shelter in Place,” or if other conditions change, the Superintendent reserves the right to deem specific employees and specific services as critical.  Employees would be notified by their supervisor/program manager/principal if their designation changes based on whether they are asked to perform tasks that require public engagement.

**Who do I ask if I have questions about these changes?**

If you have questions about these changes, please consult with your supervisor/program manager/principal; or you can submit questions via HR Connect/Client.