**Addendum to Regulation 4810**

**Condition 1B – Schools and All Offices Closed due to National Public Health Emergency**

When full-day emergency administrative leave is announced due to a public health emergency declared by either state or federal government officials, schools and all offices are closed. Certain operations deemed critical will continue as designated by the Superintendent.

All employees who remain in an active pay status are expected to telework if possible. 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. Certain tasks may require an employee to report to a school or office site as assigned. Employees may be asked to assist with other duties as assigned to ensure continuity of essential operations. Supervisors shall promote equitable workload amongst employees during the emergency period.

During a Condition 1B, the provisions in 1A are suspended and to the extent there is any conflict between the two sections, this section supersedes others in the Regulation.

The following provisions apply:

1. Critical Personnel Designation

Critical personnel are those employees physically required to report to a school or public work site and are required to engage in public facing or public engagement work during the public health emergency.

Critical employees will be individually designated by their program manager in the following areas of operations: facilities, transportation, food services, IT support, safety and security and other critical operational areas as identified by the Superintendent.

Critical employee designations are subject to approval by the Superintendent or the Chief Operating Officer.

1. Compensation

 Non-exempt employees in Schedule A, Schedule H, Classroom Instructional Support (CIS) scale positions who are designated as critical are authorized to receive pay for regular hours plus overtime pay one and a half times their hourly rate, as applicable) for any hours worked (minimum of one hour) that require public engagement. Overall this provides pay times two and a half (2.5) for actual hours worked for these employees.

1. Leave Requests

FCPS recognizes that extenuating circumstances may occur, resulting in an employee not being able to report to work during a public health emergency.

If an employee cannot report to work or telework due to extenuating circumstances, the employee must contact their supervisor prior to their next scheduled work period, or as soon as is reasonably practicable. Leave requests will be reviewed on a case-by-case basis.  An example of an acceptable extenuating circumstance would be providing care required for a serious medical issue experienced by the employee or immediate family member, being subject to self-quarantine as designated by a doctor, or being subject to a quarantine order issued by a public health authority. The program manager or designee may require evidence of the circumstance preventing the employee from working as scheduled when reviewing cases.

If the leave request is determined not to be a matter of extenuating circumstances, the program manager or designee will communicate their decision in writing to the employee, explaining their determination, and the employee will be charged leave.