

8.19.2020

Finance & Workforce Management

Present: Brian Smith, Jennifer Johnson, Craig Allen, Diane Jackson, Charlie Gerke, Rachel Aiello, Julie Stafford, Catherine Hannon, Christine Nauman

Purpose of subcommittee: This committee's purpose is to determine the financial and workforce needs of all other subcommittees during this COVID Pandemic we are currently in.

New Folder added to shared Drive

- Workforce Management
 - Contains staff questions collected by administrators

Updated file

- Finance Comparison Spreadsheet
- SDE also has a detailed comparison spreadsheet online

Additional Committee created

- Address paid leave, 504 accommodations, and return to work questions/concerns
- Members from the District Office - HR and Business Office

Protection of Personnel Documents

- All documents under lock and key
- Only accessed by Business Office staff and HR Department staff - need to know basis only
- Follow all HIPPA regulations

Frequently Asked Questions Document

- Needs to be created as a quick reference for all district staff
- Need to create own section for subcommittee on whole FAQ
- Federal leave options
 - Families First Coronavirus Response Act
 - Emergency Paid Sick Leave
 - Emergency Family Medical Leave Act
 - Considered "closed" if using hybrid and online
 - Add links to federal sites to help inform
 - Constantly being updated, allows for real time information
 - COVID leave questions to go directly to Julie Smith to field
 - Human Resources will field all return to work questions.

- 504 accommodation requests to Superintendent and HR
 - The order needs to be solidified
 - Who to contact first?
 - How to handle a delay in being able to access physician
 - Committee suggests emailing Superintendent and HR
 - 504 on MSDnet - under general forms for employees
- Committee seeking to understand how Sick Leave Bank functions for district employees
 - The federal DOL documents are what will be referenced
 - Suggested - a statement on how to contact business office when questions arise

Workforce Management Questions

- Questions collected from staff
 - Deciding not to work - will not be paid unless associated with leave
 - No guarantee of position being available when returning
 - If I work and get virus from staff or student
 - Medical billing not covered by District
 - Coverage would be subject to medical insurance plan
 - At this time, COVID claims are not covered through workman's comp
 - Can sick leave be used if an employee qualifies for E-FMLA
 - Yes, the first two weeks are paid at $\frac{2}{3}$ pay and sick leave can be used to supplement
 - 1st two weeks there is access EPSL (Emergency Paid Sick Leave)
 - This is a "one time only" offer expiring December 30, 2020
 - Next 10 weeks would also be at $\frac{2}{3}$ pay and an employee could use personal leave to supplement. Sick leave cannot be used due to not being sick
 - Can sick days be used on E-FMLA
 - Yes, for the 1st two weeks, no, for the remaining 10 weeks, due to not being sick
 - Documentation will be required
 - Can employees use sick days if "at-risk" deemed by a physician
 - Still needing to seek a correct response
 - Liability connected to COVID
 - Still evolving
 - No workman's comp used up to this point
 - More information to come

- If an employee is quarantined, can he/she still telework?
 - Answer not yet available
 - Can depend on classified and certified and direct role/duties of staff member
 - This will require collaboration between this committee and Health & Safety Committee
- Leave available to new employees
 - Would have access to COVID leave, sick leave, and personal leave
 - Sick Leave Bank sign up reminder will be emailed by Julie Stafford shortly

Next Steps:

- Will summarize COVID paid leave as best as possible with missing verbiage from federal documents
- Will cross reference questions from staff/admin with federal documentation and will answer in broad format referencing department of labor website and examples of responses.
 - This could be a live document as new questions are certain to come.
- Sick Leave Bank communication could include an added document helping to answer most frequently asked questions
 - Will examine what was shared concerning WA State documentation

Financial Components:

- Idaho Rebound COVID Relief for Child Nutrition
 - Award was received
 - Can go to covering some of what may have been utilized last year, as of today, no new funds for what will need to be purchased this school year.
 - There will be many expenses to examine from last spring
- Idaho Rebound COVID Relief Online/Distance Learning
 - Still working on district application
 - Will need to gather information concerning all devices/hardware and software being utilized across the district
 - Must be spent before December 30, 2020.
 - How does this work with receipt of item(s) pending long wait times for technology. Or, if the product is cancelled before receiving.
 - Document cameras have been ordered
 - Looking for device to write in free hand on digital assignments
 - Canvas purchase is a 3-year contract
 - 1st year has been paid with direct LMS Federal award funds