



CATEGORY:	Non-Instructional Operations
TOPIC:	Payroll During Non-Routine School Closure
EFFECTIVE:	March 18, 2020
CROSS-REFERENCE:	Fiscal Management Policy E2
REVISION DATE:	
RESPONSIBILITY:	Executive Director of Finance

INTENT STATEMENT:

The intent of this procedure is to establish the process for payments of wages and benefits to staff during a non-routine school closure (such as the Executive Order declaring a state of emergency for the State of Vermont in response to COVID-19), irrespective of the manner in which the staff activities are funded. Routine school closures (such as summer vacation, scheduled breaks during the school year, and unscheduled but routine occurrences such as snow days) are not the subject of this procedure.

PROCEDURE:

During a non-routine school closure, the Superintendent shall determine which staff shall continue to receive pay and benefits based on job duties, operational needs, and collective bargaining agreement stipulations. The Superintendent’s decision shall be made without consideration of the funding source, the decision of the Superintendent shall be applied uniformly and irrespective of the funding source that supports pay and benefits for the impacted employees.

Wages and benefits will be allocated to the same funding sources (federal, state, local) regularly in use, unless funds are unavailable. Employees paid with federal funds and employees with multiple funding sources will continue to be paid from the same sources used when there is not a school closure.

SUPPORTING DOCUMENTS:

[Consolidated Federal Programs Guidance Related to School Closure due to COVID-19](#)

YAW OBENG – SUPERINTENDENT

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