

Millington Board of Education

Employee Designations During Emergency Closure

1.8011.3

General

In the event of an emergency that requires closure of a school building, group of schools, or the entire district, the Director of Schools is authorized to continue to pay employees who are not able to physically report for duty as a result of the ongoing emergency. During such emergencies, the Director of Schools may designate certain employees as essential. Such employees shall work as directed by the Director of Schools, whether that is by physical appearance at work or teleworking under Policy 5.1151.

CUSTODIAL STAFF

During school district closures related to quarantine efforts, all custodial staff, including ten- and eleven-month employees, are deemed essential. All custodial staff must report to their assigned buildings for work unless approved for leave or directed otherwise by their supervisor. Building assignments may fluctuate to meet needs.

FOOD SERVICE WORKERS

In order to operate community feed sites, certain food service workers may be deemed essential by the Director of Schools. If deemed essential, employees must report to any assigned location. Assigned locations may vary to meet changing needs.

LEAVE REQUESTS FOR ESSENTIAL STAFF

If an employee has exhausted his or her leave, the employee must obtain approval from Director of Schools before being allowed to take any specially approved paid leave during an emergency closure.

Failure to report without approved leave will result in disciplinary measures up to and including termination.