

**To: All Hourly Classified Staff**

**CC: All Supervisors**

**Subject: Payroll for Hourly Employees**

As you know, the outbreak of COVID-19 has caused a temporary disruption to normal processes in the District. Leaders are working quickly to determine exactly how our work will change in the coming days and what this means for each employee, student, and family.

At this time, the Finance/Payroll Department would like to take a moment to reassure all employees that the District is committed to continuing to pay all full and part-time regular staff. We would also like to share what this means for each employee type, as well as what will be expected from staff to ensure you are paid correctly throughout this disruption. We appreciate your cooperation and understanding as we overcome these new challenges together.

### **Timekeeping Requirements**

All hourly school, Library, and Central office staff must continue to utilize the CIS system to track hours worked. This includes any time spent working from home. Access to CIS is available from any smartphone or computer by visiting [www.cis.kckps.org](http://www.cis.kckps.org). A link can also be found on the "Staff Links" page of the District website.

### **Overtime**

No overtime is approved until further notice.

### **Full-Time School and Central Office Staff**

All Full-time staff will continue to be paid based on their regular assignment, schedule, and calendar. While the District shifts resources to address changing priorities, essential staff may be temporarily reassigned to another building or department. Essential staff may also be assigned to work from home on a regular or reduced schedule. Non-essential staff will generally be placed on paid stand-by. Work assignments and shift lengths will vary by department. Your supervisor will speak with you soon about how your work may change in the coming days.

As noted above, you will continue to record your hours in CIS to comply with the timekeeping requirements of the Fair Labor Standards Act. If you normally work 30-40 hours per week, but are assigned less work during the shutdown, you will continue to be paid your full amount. Payroll will add these additional hours to CIS after the pay week completes. Staff who do not work year-round, but have elected the 24-pay option, will continue to receive their standard semi-monthly pay.

The goal is to keep accurate records of when you actually work, while still paying you your regular wage. Do not make false time corrections or punches for hours not physically worked. Failure to comply could result in corrective action, up-to and including termination.

### **Part-Time School and Central Office Staff**

Beginning March 23<sup>rd</sup>, you will be paid based on your average weekly earnings from the last three pay periods spanning 1/12/20-2/29/20. This will continue through your regularly scheduled last day for

summer break. Part-time staff will generally be on paid stand-by, but may be deemed essential and asked to report at any time.

### **Full and Part-Time Bus Drivers and Aides**

You will continue to be paid based on your regular assignment. Transportation personnel assigned to work during the shutdown will complete a timesheet to record hours worked. If hours worked are less than your regular assignment, you will still receive your full regular pay. While the District shifts resources to address changing priorities, staff may be temporarily reassigned to another building or department. Transportation leadership will be discussing procedures and assignments with you soon.

### **Questions and Concerns**

We hope that this helps clear up many of the most frequently asked questions we are receiving. If you have additional questions or concerns, please reach out to your supervisor. If they are unable to assist you, they will forward your concern to the appropriate department or leader for follow up. You can also reach a member of the payroll team via email at [payroll@kckps.org](mailto:payroll@kckps.org).

Best regards,

**Brad Isnard**

**Director of Finance**

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