

## Payroll/Leave Topics Specific to COVID-19

1. **Employees will continue to be paid their regular wages.** In order to be eligible for these wages, all employees must be available to work or telework during their regular hours. (Your supervisor may change your daily schedule in order to meet the requirements set by the governor. However, your regular number of daily hours will continue to be paid.) Your supervisor will provide you with specifics regarding your individual requirements.  
  
If you are not going to be available during your regular hours (even on a day when you are not physically scheduled to be at work), you will need to take the appropriate leave for the "absence." (If you are heading to Portland to see a doctor, you would take sick leave.) **Enter this leave in Aesop.**  
  
Please be sure to check all of your leaves in Aesop to make sure they are accurate. (Lots of doctor and dentist appointments are being canceled!)
2. **Substitute Wages.** Any subs that had already accepted a substitute position prior to the school closures will be paid for those hours/days.
3. **Extra Duty Assignments.** All employees that had already been assigned an extra duty assignment prior to the school closures will be paid for that assignment. Please fill out a timesheet and list any hours actually worked (unless those hours have already been turned in).
4. **Bus Drivers.** Bus drivers will continue to receive their route pay for their regular AM and PM routes. (This will include time estimated for bus cleaning and fueling.)
5. **Bus Driver Extra Duty Pay.** There is no way to estimate the hours an employee might have worked had there been extra duty trips. The district will pay the amount of hours (drive and stand-by) the bus driver worked last year in the corresponding month. (For April 2020 payroll, the district will look back at the April 2019 payroll.)
6. **Employees with non-typical hours/schedules.** The district will look at the previous year(s) to determine the number of hours the employee "would have worked." This will be the number of hours the employee is paid.
7. **H.R. 6201: The Families First Coronavirus Response Act.** If you would like to request leave through the Emergency Family and Medical Leave Expansion Act (EFFCA) and/or the Emergency Paid Sick Leave Act, please contact:  
Kristal Carpenter, Business Manager  
[kcarpenter@ccsd.k12.or.us](mailto:kcarpenter@ccsd.k12.or.us)  
work: (541) 247-2003 ext. 222   cell: (541) 698-8077   home: (541) 247-2049
8. **Paychecks.** Direct Deposit: Employees that have direct deposit will receive their paystubs as they would during a normal payroll (in employee mailboxes or mailed). Physical Paycheck: Employees receiving a physical paycheck will have their paycheck mailed 2 days prior to payday, unless the employees contact Theresa Beaman at [tbeaman@ccsd.k12.or.us](mailto:tbeaman@ccsd.k12.or.us) to establish an alternate delivery plan. Any alternate plan must be in place at least one week prior to payday.