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## SVVSD Staff: Payroll, Evaluations, and Benefits Update

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Tue, Apr 7, 2020 at 7:05 PM

Dear St. Vrain Valley Schools Teachers and Staff,

Thank you for all that you are doing to advance the work and mission of St. Vrain Valley Schools. We are committed to supporting the well-being of everyone in our community and would like to provide a few updates regarding payroll, evaluations, and benefits.

### Leave Time and Payroll

As we have shared in previous updates, St. Vrain Valley Schools will continue to pay employees during the school closures, even for calendar hours that you may not be able to work, up to your regular FTE.

All employees are considered essential to the function of the district and are required to report to work when requested by their manager. If an employee is unable to report, they must use sick leave, PTO, vacation, annual leave, or have their payroll reduced based on hours not worked. Regular vacation and PTO rules apply – please work directly with your supervisor on the appropriate use of leave time during school closures.

If you currently use Timeclock Plus (TCP), you should continue to clock in and out to report all hours that you are actually working each day. If you do not meet your FTE hours for any given work week related to COVID-19, you will still be paid the difference, however, it is important that we accurately track this time in TCP. For example, if your calendar week is 40 hours and you work Monday, Tuesday, Wednesday, and Thursday for a total of 34 hours, but on Friday you are not asked to come in and work, you will be compensated for the additional six hours, and paid for the full calendar week (34+6=40). You will only be compensated for overtime and extra duty when your actual **worked** hours are greater than your Calendar FTE.

Employees who do not clock into TCP – such as teachers, professional/technical staff, administrators, and some classified staff – will also be compensated for their normal FTE hours during the school closure. For specific instructions on how to report worked and unworked hours during the school closure, [please click here for more information](#).

Non-FTE employees, such as those who only work for extra-duty pay, will only receive pay during the closures if they work hours assigned by their supervisor or are otherwise notified. Please contact your supervisor with questions.

If you have questions about payroll, please contact Lynda Chapman at 303-682-7221 or [chapman\\_lynda@svvsd.org](mailto:chapman_lynda@svvsd.org).

### Evaluations

Certified staff (teachers and special service providers) received an email earlier today that detailed a memorandum of understanding in regards to modifications for certified evaluations. Additionally, all classified, administration, and professional/technical evaluations have been postponed for the 2019-2020 school year. Although the formal evaluation process has been postponed, employees are encouraged to connect with their supervisor to support continued growth.

### Benefits

The Benefits team has put together information for employees in regards to health, benefits, and resources during the closure period. [Please click there to access information](#) or you can also contact Vicki Mair at 303-682-7341 or [mair\\_vicki@svvsd.org](mailto:mair_vicki@svvsd.org) if you have any benefits questions.

Under the federal Families First Coronavirus Response Act (FFCRA), effective April 1, 2020 to December 31, 2020, certain St. Vrain employees may be eligible for paid sick leave and paid Family and Medical Leave Act (FMLA) leave for specific reasons related to Coronavirus (COVID-19). If you believe you qualify to take leave under the FFCRA or have questions about it, please contact Rachel Romero at 303-682-7282 or [romero\\_rachel@svvsd.org](mailto:romero_rachel@svvsd.org).

Links to the Colorado HELP rules and the Families First Coronavirus Response Act (FFCRA) are found below:

- [Colorado HELP](#)
  
- [FFCRA](#)

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Again, thank you for all that you do to support our students and our schools during this challenging time. Please do not hesitate to contact us if you have any additional questions. Community updates can also be accessed on our Coronavirus Information page at <http://www.svvsd.org/coronavirus>.

Sincerely,

Finance Department  
St. Vrain Valley Schools

Human Resources Department  
St. Vrain Valley Schools