Milton Town School District

Payroll During COVID-19 School Closure

Procedure

E110P: PAYMENTS Addendum

Procedure:
1. The MTSD will pay employees during school closure as mandated by the Governor’s Executive Order declaring a state of emergency for the State of Vermont in response to COVID-19
2. All employees who are available and ready to work will be paid under the terms of their individual contracts, irrespective of the number of hours worked due to COVID-19 remote learning circumstances. For employees within a bargaining unit, the terms of the current collective bargaining agreement will also apply.
3. Funding of Employees:
   a. During school closure all employees will continue to be funded in the same manner as it is funded when there is not a school closure.
   b. Employees paid with federal funds and multiple funding sources will continue to be paid from the same sources they are paid from when there is not a school Closure. Employees will account for 100% of their time for which they are being compensated. Any reduction in work hours due to COVID-19 remote learning circumstances will be accounted for under the cost objective “COVID-19 Remote Learning Time Reduction in Hours”.
      i. The “COVID-19 Remote Learning Reduction in Hours” will be paid using funding sources based on a prorated methodology allocated across appropriate funding sources for that individual.

The above procedures shall be in place while the schools in the district are closed as mandated by the Governor of Vermont.

Date Adopted: April 27, 2020