



NOTICE TO TEMPORARY EMPLOYEES – March 20, 2020

We are aware of the impact the COVID-19 virus having on our temporary employees and concerns about receiving payments. Our focus is on the safety and well-being of our students, teachers, fellow employees and family. We recognize that temporary employees are “at-will” employees and not guaranteed work each week; however, because we value the work you do, Superintendent Runcie has authorized payment for some of our temporary employees.

As we move forward in this very fluid situation, we hope we can continue to pay our temporary/hourly employees. As of today, a commitment has been made to pay temporary employees through April 15, 2020.

Please continue to monitor the website for updates. We hope you all remain safe and we appreciate your commitment to our students.

Questions may be directed to PayrollQuestions@browardschools.com. This email is being monitored; however, due to limited staff, responses may be delayed. The criteria for payment for employees are listed on the chart below.

3/20/2020

TEMPORARY EMPLOYEES PAY DUE TO COVID-19

Position Title	Criteria	Employees on BB Payroll Pay Dates: 3/27/20, 4/10/20 & 4/24/2020 Note: School Closed due to Covid 19 on 3/16. Previous calendar indicated 3/17 & 3/20 no students; 3/19 Early release. Spring Break (no students): 3/22-3/28/20. 4/10 school closed.	Employees on AA Payroll Pay Dates: 3/20/20, 4/3/2020 & 4/17/20 Note: School Closed due to Covid 19 on 3/16. Previous calendar indicated 3/17 & 3/20 no students; 3/19 Early release. Spring Break (no students): 3/22-3/28/20. 4/10 school closed.
HOURLY PARTTIME/ADULT TEACHER	Must have received a check on 3/13 or 3/20.	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
AFTER CARE: CHILD CARE MONITORS & INST PROGRAM ACTIVITY COORDINATORS	Must have received a check on 3/13 OR 3/20 & Paid for at least 34 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
AFTER CARE: SCHOOL AGE CHILD CARE SUPERVISOR	Must have received a check on 3/13 OR 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.

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SUBSTITUTE CUSTODIAL/FACILITIES SERVICEPERSON	Must have received a check on 3/13 OR 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
SUBSTITUTE/TEMPORARY FOOD SERVICE WORKERS	Must have received a check on 3/13 OR 3/20 & Paid for at least 30 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
SUBSTITUTE TEACHERS: DAILY, POOL & INTERIM	Must have received a check on 3/13 OR 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.

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TEMPORARY HOURLY TEACHERS	Must have received a check on 3/13 or 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
TEMPORARY CAMPUS MONITORS	Must have received a check on 3/13 or 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
TEMPORARY CLERICAL WORKERS	Must have received a check on 3/13 or 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.
TEMPORARY STUDENT WORKERS	Must have received a check on 3/13 or 3/20 & Paid for at least 40 hours	For temporary employees on BB payroll, their 3/27 check will include actual hours worked 3/8-3/15. In addition, if these employees meet the criteria, they will receive a payment identified on the 3/27 check as "Declared Emergency". Temporary employees will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.	For temporary employees on AA payroll, they will continue to receive checks on their scheduled pay dates with the amount listed as "Declared Emergency". The emergency pay will continue through 4/15/2020.

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