



Compensation Policy in the Event of School Closure and Extraordinary Circumstances

Purpose

Canyon Rim Academy (“CRA”) may formally enact this policy and these procedures during school closures, extraordinary circumstances, and emergency situations. In the event CRA formally enacts this policy and these procedures, the CRA Board of Trustees (the “Board”) agrees with the same, the Board shall make a formal declaration through a Board resolution to enact the provisions of this policy and these procedures. The Board may enact this policy and these procedures retroactively at the Board’s discretion.

CRA may authorize compensation to employees during school closure and other temporary extraordinary circumstances, even though employees may not be able to perform work under the extraordinary circumstances in exchange for compensation.

Criteria for Compensation

All of the following criteria must be met before compensation during school closure or extraordinary circumstances can occur:

1. Reasonable alternatives have been explored and exhausted for gainful employment and work within CRA in relation to the employee’s current position(s).
2. CRA and the employee intend to continue employment to the end of the school year or after the school closure or the extraordinary conditions.
3. The employee has completed all possible training and professional development opportunities that are available online or through self-directed opportunities in relation to the employee’s current position(s).
4. There are no other reasonable work opportunities available within CRA, including work opportunities in other programs at CRA.

Notwithstanding the foregoing, in the event an employee secures employment outside of CRA during school closure or extraordinary circumstances, CRA shall have the right to reduce the amounts CRA pays an employee by the amount the employee earns from other employment up to the amount of the respective employee’s compensation agreement with CRA.

In addition, compensation under this policy is discretionary and funding from the State or other Government entity for purposes of compensating employees during a school closure or

extraordinary circumstance is a condition precedent before CRA is obligated to compensate employees under this policy.

Signed Statement of Eligibility and Time Clock Records

Records shall include a statement of eligibility that is signed by the employee, the principal, and the business administrator. Compensation for each day shall be recorded in the time clock system separate from actual work time. Time to be paid must be approved in the time clock system by the employee and the employee's supervising administrator.

Management Plan and Schedule

The employee and supervisor shall create a management plan and schedule, signed by the employee, the principal, and the business administrator, that articulates planned work time and planned compensation during the covered time period.

Compensation Expenditures Charged to Federal and State Grants and Programs

Compensation related expenditures for employees who qualify in relation to this policy and these procedures shall be charged to the employee's regular position and program. This includes compensation-related expenditures for Federal and State grants and programs.

Only normal time associated with each program shall be charged to each program. This time shall be validated by a compensation agreement and/or actual work time trends that occurred before the school closure or extraordinary circumstances.

Example: If a paraeducator paid for by 100% of IDEA funds was on a 3-1/2 hour per day schedule and works one hour in the interest of that program and students within that program during this situation, the paraeducator may be paid the full 3-1/2 hours from IDEA. The paraeducator may not be paid for additional time beyond the one hour s/he worked using this funding source if s/he worked in another open program. Time worked in another program must be charged to the other program.

Example: If a paraeducator that is paid from state special education funds and s/he was working a 3-1/2 work schedule and works only one hour, the paraeducator may be paid the full amount of their schedule as long as their one hour of work was in the interest of the program and individual students within the program. Time worked in another program must be charged to the other program.

Calculation of Compensation, Maximum Compensation

Compensation shall be calculated based upon the normal average hours per day/week the employee worked before the school closure or extraordinary circumstances occurred. Compensation shall also be calculated based upon the employee's regular wage rate or salary. Compensation may not exceed the maximum amounts allowed in the agreed upon employment compensation agreement.

Example: If a paraprofessional agreed to a compensation agreement of 711 hours for the entire school year, compensation may not exceed 711 hours for the entire school year.

Example: If a paraprofessional agreed to a compensation agreement of 3.95 hours per day, compensation may not exceed 3.95 hours per day.

Principal Report to the Board

The principal shall provide a report to the Board, which shall include a list of all employees receiving compensation under this policy and these procedures.

Equal Opportunity Statement

CRA is an equal opportunity employer. CRA ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability, or on any other basis required by law.