

Berlin-Boylston Regional School District
Berlin and Boylston, Massachusetts



Robert J. Conry
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Date: March 13, 2019
Re: Payroll Guidance for week of school closure
Cc: Supt. Zanghi

During the week that school is closed, March 16-20, 2020, all employees with regular schedules will be eligible to be paid their regular weekly pay for both hourly staff and salaried staff.

Principals are working with teachers and specialists to develop plans to have assignments posted on line for middle-high school students, and to provide paper based take home assignments for elementary students, in an effort to keep students engaged during the break. In addition, Principals are working with teachers and staff to be accessible to students during the closure related to those assignments.

In an effort to ensure that hourly staff are eligible to be paid, alternate work assignments are being coordinated as well by the supervisor of each job function, except for the custodial staff, which will be working during the closure.

- Paraprofessional alternate work assignments are being coordinated by Principals, and will NOT involve coming into school.
- Food Service staff alternate work assignments are being coordinated by Food Service Manager, Mary Fryburg. Please plan on coming to school for your regular hours on Monday, to your usual location Maryellen will have a more detailed work plan for the week. We anticipate having some work done on site (cleaning, inventory) and later in the week, some take home assignments. We are also looking into having a few staff at Tahanto prepare "grab-and-go" lunches for free and reduced lunch students (for students at all 3 schools – we anticipate this starting on Tuesday).
- Central Office hourly staff and school secretaries will report to work as usual Monday, and arrangements are being made for a couple staff to receive laptops (payroll, for example) so that essential work (payroll, for example) can be completed remotely.

Staff that do not have regular hours should complete time sheets for hours worked during the week. They should contact their supervisor for assistance in developing structured work assignments that aid in their professional development during this time, or assist in addressing school related issues.

As outlined in Jeff's letter that went out earlier this evening, the Administrative Leadership will meet next Friday to evaluate whether the school closure will continue, and also evaluate pay related considerations.

Sincerely, Bob

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