

April 27, 2020

All Current Salaried and Hourly West Des Moines Community School District Employees, Including Community Education Employees, Current Long-Term Substitutes, and Any Board-Appointed Hires:

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1. Continue with the May and June payrolls as usual.

- a. May 5th payroll:

Salaried employees will receive their regular contract installment.

Hourly employees - May 5th payroll covers the pay period of April 1st through April 15th, non-working employees will be paid based upon their regularly scheduled hours at their regular rate of pay through April 15, 2020. Any working employee will be paid 1.5 times regular pay for hours worked through April 15, 2020.

May 20th payroll:

Salaried employees will receive their regular contract installment.

Hourly employees - May 20th payroll covers the pay period of April 16th through April 30th, non-working employees will be paid based upon their regularly scheduled hours at their regular rate of pay through April 30, 2020. Any working employee will be paid 1.5 times regular pay for hours worked through April 30, 2020.

June 5th payroll:

Salaried employees will receive their regular contract installment.

Hourly employees – June 5th payroll covers the pay period of May 1 through May 15th. Beginning May 1, 2020, there will no longer be any “premium” pay for employees working from home or in the office, except for School Nutrition hourly staff who are working in the COVID-19 Emergency Feeding Program. These employees will continue to receive premium pay equal to 1.5 times their regular rate of pay for hours worked. All hourly employees, even those working from home or in the office, will be paid at their regular hourly rate, except those hourly School Nutrition COVID-19 Emergency Feeding Program employees previously noted.

June 20th payroll:

Salaried employees will receive their regular contract installment.

Hourly employees – June 20th payroll covers the pay period of May 16th through May 31st. All hourly employees, even those working from home or in the office, will be paid at their regular hourly rate, except those hourly School Nutrition COVID-19 Emergency Feeding Program employees previously noted.

- b. District benefits remain unchanged.

2. If the District is required to make up any scheduled worked days: All appropriate employees will be required to work any make up days with no additional compensation beyond their regular contract installment, unless they are granted a waiver by the West Des Moines Community School Board of Directors based on extraordinary circumstances as recommended by the Superintendent. Refusal to make up the days may be grounds for termination. If employees quit, the District will not be able to recoup the payroll.
3. If the District is NOT required to make up any scheduled worked days: All appropriate employees will be granted these no-work days as paid time off.
4. The District will document all wages paid based on estimated work hours and will be able to submit an application for any federal or state emergency funds should that become available.

Employees Designated as Essential

There will be employees designated as essential during this period of closure. If an hourly employee is designated as essential and is needed to work in the building or from home, those employees will be paid at a rate of 1.5 times regular pay for those hours worked during this period of closure through April 30, 2020.

Beginning May 1, 2020, there will no longer be any “premium” pay for employees working from home or in the office. All hourly employees, even those working from home or in the office, will be paid at their regular hourly rate, except those hourly School Nutrition COVID-19 Emergency Feeding Program employees previously noted.

The Superintendent will designate essential employees based on essential function of work needing to be completed during this time of closure.