

## COMMUNICATION FROM THE SUPERINTENDENT OF SCHOOLS

On Friday, March 13, 2020, Wisconsin Governor Tony Evers ordered the closure of all Wisconsin K-12 schools, public and private, beginning Wednesday, March 18, 2020 and ending on Sunday, April 5, 2020.

In order to help minimize the spread of COVID-19, all Milwaukee Public Schools are closed beginning Monday, March 16, 2020 through Monday, April 13, 2020, which includes the already scheduled spring break. School is scheduled to reopen on Tuesday, April 14, 2020. More specific information about staff assignments is below.

Monday, March 16, 2020 and Tuesday, March 17, 2020: All 12-month staff, school principals, assistant principals, and nutrition services staff will report to their regular work location in casual attire with the possibility of being deployed to school sites to distribute food and education materials.

If you are in a high-risk category that makes you more susceptible to illness and you feel you may be unable to report to work on Monday, March 16, 2020 and/or Tuesday, March 17, 2020, you must follow the regular call-in procedures which apply to your department/office and may use sick, miscellaneous, or vacation leave to cover this period of time. Please contact your immediate supervisor if you have any questions.

Wednesday, March 18, 2020 through Sunday, April 5, 2020: All salaried and hourly staff (excluding LTEs and Co-Ops) will receive their regularly scheduled pay during this time. Supplemental teachers, full-time substitute teachers, and emerging educators will be paid for their regularly scheduled time as well. All regular substitute teachers and part-time recreation staff who averaged a minimum of 48 hours per pay period over the last three pay periods will be paid their average during this time.

Safety Assistants, Kitchen Managers, Food Service Manager Trainees, Food Service Assistants In-Charge, Food Service Assistants, and Drivers, who have volunteered to work over the closure to meet the needs of students and families, will be paid for their regularly scheduled hours as stated above and will also receive additional pay at their hourly rate for any hours worked at the school sites.

All 12-month staff will be notified by their chief if they will be required to report during this time.

Any previously requested paid leaves will not be processed and employees will not have to use accrued leave over the closure period. Any previously scheduled continuous unpaid leaves will remain unpaid.

Monday, April 6, 2020 through Monday, April 13, 2020: This period is the regularly scheduled spring break, and we will follow normal spring break payroll procedures. **All 12-month staff are scheduled to report to work on Monday, April 6, 2020.**

As this is a fluid situation, please check your email on a regular basis for any additional information or changes to the schedule.