



March 29, 2021

To: Bryan ISD Principals
Bryan ISD District Leadership Team

From: Dr. Christie Whitbeck
CC: Board of Trustees

Re: Compensation for Personnel during the district/campus closures on February 15-19, 2021

As you are aware, Bryan ISD was closed the week of February 15-19, 2021 due to inclement weather including snow, ice, rolling electrical blackouts and several days of below freezing temperatures. Districts that experienced these severe conditions were granted a waiver for these instructional days by TEA so these 5 days would not need to be made up.

It has been decided that it is in the best interest of the district to not adjust the employee work calendar resulting in those days not being made up across the district.

The information below is provided for payroll reporting purposes for February 15-19, 2021. This information is in accordance with district policy and supported by our Board of Trustees through a resolution passed on March 29, 2021.

Non-Exempt Employees

- All non-exempt (hourly) employees will be compensated according to Policy DEA(Local), based on their percent of employment but not to exceed 8 hours.
- Non-exempt (hourly) staff that **were** requested to work and travel during these dangerous conditions, checking campuses, facilities, etc. will be compensated at an additional 1 times their normal rate for their work time based on the number of hours physically worked.

Exempt Employees

- All exempt employees will be compensated for February 15-19, 2021 at their regular daily rate.

Employees on leave

- Employees (exempt or non-exempt) who were scheduled to be absent on February 15-19, 2021 due to personal illness, family illness, personal leave, nonduty days or longevity will not be charged for leave time for these days.
- Employees on Family Medical Leave (FML), Temporary Disability Leave (TDL), Family First Coronavirus Response Act Employer Paid Leave (FFCRA), Emergency Paid Sick Leave (EPSL) or workers compensation will not be charged for a day of leave towards their protected leave

status.

- Employees on unpaid leave on February 15-19, 2021 will remain on an unpaid leave status.

Exceptions

- Non-benefit eligible employees.

For questions, please contact Ms. Brandy Green, Payroll Supervisor (979)209-1018