



**TO:** Chiefs, Assistant Superintendents & Area Superintendents

**FROM:** Cindy Powell  
Chief Financial Officer

**DATE:** March 14, 2020

**SUBJECT:** Essential Personnel During District Closure

The District announced on Friday, March 13<sup>th</sup>, that all classes are canceled until March 30<sup>th</sup> to help slow the spread of COVID-19. Essential personnel will work during the closure to continue critical functions such as on-line instruction, student feeding, payroll, technology and employee benefits.

All campuses are closed, with the exception of Food Service and Plant Service functions, unless otherwise approved by administration.

**ESSENTIAL ADMINISTRATIVE & OPERATIONS STAFF:** The chiefs, assistant superintendents and department administrators will determine the positions within their respective areas that are essential for maintaining district operations during the current closure. Positions identified as essential are scheduled to work and/or be on call during the district closure. Position

**ESSENTIAL CAMPUS STAFF:** The Assistant Superintendent will determine the campus positions that are essential for maintaining district operations.

To the extent possible and as long as the work is productive, employees should be encouraged to work from home. Coordinate with your employees to facilitate their work from home. Contact Dwight Goodwin at [dgoodwin@aisd.net](mailto:dgoodwin@aisd.net) for assistance with technology needs.

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Chiefs and Assistant Superintendents are responsible for the following:

Work with your department administrators to determine which positions are essential for maintaining district operations

Report to Assistant Superintendent of Human Resources Scott Kahl the list of work in the office and they inform they cannot report to the office due to an underlying health issue that makes them particularly vulnerable to the COVID-19, please attempt to let that employee work from home. If you cannot arrange a suitable accommodation, please refer the employee to Jola Kahn, Director of Benefits at [jkahn@aisd.net](mailto:jkahn@aisd.net) to

discuss their situation.

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Employees will be paid during the closure from March 16 through March 29. Auxiliary and salaried non-exempt employees who are required to work during the emergency closure will be paid at the rate of one and one-half times their hourly rate of pay for all hours worked.