# ABC School District

# Employee Acknowledgment of Responsibilities for

# Maintenance of Pay (NON-EXEMPT EMPLOYEES)

Pursuant to the Governor’s Executive Order 2020-51, paragraph 6, ABC School District’s Governing Board has determined that I will continue to be paid at my regular hourly rate for my regular work hours during school building closure because it has determined that such payments are necessary to preserve a properly trained, qualified and experienced workforce.

To receive such pay during periods of school building closures, I hereby commit to the following terms:

1. I will remain committed and available to work during my normal work hours or during periods of school building closures, whether the work is to be performed in-person or remotely, or if I am given an alternative work assignment for which I am qualified;

2. If I am unavailable at any time during my normal work hours, I will request leave pursuant to normal procedures and will be available if leave is not available or granted;

3. I acknowledge that any leave taken will be deducted per normal procedures from my accrued leave, unless as otherwise required under the Families First Coronavirus Response Act (“FFCRA”); and

4. I acknowledge and affirm that if I apply for unemployment when not legally permissible, I may be disciplined, up to and including termination.

I understand that the Governing Board may revoke its decision to continue payment of my wages or reduce pay and/or hours worked if necessary for the efficient operation of the District. If so, I will be provided prior notice of the Governing Board’s decision.

**Employee name (printed):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_