



The Accelerated Schools

Accelerated Charter Elementary School (ACES)

The Accelerated School (TAS)

Wallis Annenberg High School (WAHS)

March 13, 2020

Re: Human Resources Update

Dear ACES, TAS, WAHS Faculty and Staff,

As stated in CEO's Communique regarding school closure, Human Resources and Business Services has prepared guidelines and protocols in the following areas.

We have prepared a list of FAQ's to address questions and or concerns during TAS' school closure and re-entry.

During School Closure

Question: Will I be compensated during school closure?

Answer: Yes, all employees will continue to receive their base pay during school closure. Paid Time Off and Sick Leave balances will be unaffected during this period.

Question: Do I need to log on to Paycom daily during school closure to track work hours?

Answer: No, this is not necessary and will not affect you receiving your base pay.

Question: Am I allowed to be on campus during closure?

Answer: No. Only approved essential-employees are allowed on school property.

Question: What are my professional responsibilities during school closure?

Answer: You are expected to be available during your normal work hours including, but not limited to, checking and responding to emails, providing feedback and support for students, meetings and conferences, and participating in professional development.



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Question: What about employees who still get paper checks?

Answer: If you receive a live check, it will be available for pickup on Friday, March 20 from 10 AM to 1 PM. We highly encourage you to enroll in direct deposit by Tuesday, March 17. Please email Payroll for assistance.

Upon re-entry after school closure:

Question: What happens if I become sick when the school reopens?

Answer: During these extraordinary times surrounding the coronavirus, the Accelerated Schools in response will be implementing a special time-off policy in the event you need to take time off from work due to the flu. This is a paid time-off for you to treat and recover if you have the illness. It will not affect your normal Paid Time Off balance. In general, if you are feeling sick with a fever and have shortness of breath please stay home from work. You will continue to adhere to the practice of notifying your respective administrator/supervisor and Front Office if you are calling out sick.

From: Rob French, Director of Human Resources
Vincent Shih, Chief Financial Officer