

**BOARD OF EDUCATION**

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**ALVORD UNIFIED SCHOOL DISTRICT**  
All students will realize their unlimited potential

**SUPERINTENDENT**

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## **EMPLOYEE FAQ**

### **Will I have access to my worksite and/or the District Office?**

All district locations are closed to visitors and employees not deemed essential during the school closure. Please contact your supervisor if you have questions regarding access to your worksite. If you have a question for the District Office staff, please email or call the appropriate department.

### **Will Alvord employees still be required to work?**

Only “essential” employees will need to report to work, and will be notified by their supervisor.

### **Who is considered an essential employee?**

Employees are considered essential when the functions they perform are needed to ensure the orderly operations of the organization during the closure. Given the closure of schools to all students, not all employment functions will be needed every day. We are monitoring the situation and are determining employees that are essential and will need to report, be on call, or will remain off work. This information will be sent to your district email and your supervisor will notify you if you need to report to work.

### **Are staff to use our PN, Sick time, Etc... for the weeks off?**

For the majority of employees the answer is “no”. Individual determinations will be made on a case-by-case basis for employees who are currently on a designated leave. These determinations may vary for individuals based on the type and duration of the leave.

### **Will I be required to report to work if I am 65 or older and/or have a chronic health condition?**

If you are 65 or older, have a compromised immune system, and/or have a chronic health condition and on the Essential Employee List, you should not report to work and your absence will be excused (with pay).

### **I have preplanned non-duty days scheduled for spring break. What happens to those days?**

All current employee calendars remain in effect. Information is currently being gathered on how requests for changes to calendars will be handled during the time of the school



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closures. Once we have the proper clarifications, Human Resources will communicate those out.

**I left my timesheet at the site and it was not signed. How will my timesheet be delivered to payroll and will I still be paid? How do I turn in my time card if the DO will be closed?**

All timesheets left at school sites and/or departments have been signed and will be processed by Thursday, March 19, 2020. If you have a timesheet that needs to be turned in, please contact your supervisor to make arrangements.

Substitute who worked through March 13<sup>th</sup> will be paid through time entered in Asoep – no changes to this process.

**Will payroll still be processed on time?**

Supplemental Payroll on Wednesday, March 18, 2020 has been processed for on-time payment. All physical checks and direct deposit check stubs will be mailed to the address on file. If you have direct deposit, your direct deposit will be deposited on payday.

Monthly Payroll will be processed for on-time payment. All physical checks and direct deposit check stubs will be mailed to the address on file. If you have direct deposit, your direct deposit will be deposited on payday.

**My TB test will expire during the school closure. What should I do?**

Employees will not be required to submit TB tests at this time. TB tests shall be submitted when the school closure ends. Employees with expired TB tests will be contacted by HR.

