

See the following pages related to payments during emergency school closings:

- Exhibit A: Resolution of the Board Regarding Wage Payments During Emergency School Closings (With Premium Payments) — 2 pages
- Exhibit B: Resolution of the Board Regarding Wage Payments During Emergency School Closings (Without Premium Payments) — 1 page

EXHIBIT A

RESOLUTION OF THE BOARD REGARDING WAGE PAYMENTS  
DURING EMERGENCY SCHOOL CLOSINGS

***[This sample resolution is for use if the District wishes to provide premium payments to employees required to report for duty during a closure.]***

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**Note:** For information on wage payments during closures, see TASB eSource at [https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/documents/personnel\\_issues\\_during\\_sch\\_closings\\_apr15.pdf](https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/documents/personnel_issues_during_sch_closings_apr15.pdf).

For FEMA information on reimbursement of labor costs during a federally declared disaster, see <http://www.fema.gov/9500-series-policy-publications/95257-labor-costs-emergency-work>.

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***[Adjust the following as necessary to align with policy text at DEA(LOCAL), if any, regarding continued wage payments and/or premium pay during an emergency closing.]***

WHEREAS the Board acknowledges that during an emergency closing, most District employees are instructed not to report for work, and other employees may be called upon to provide emergency-related services. The Board concludes that a need exists to address wage payments for employees who are idled and those required to work during emergency closings;

WHEREAS employees who are instructed not to report to work may suffer a loss of pay unless the workdays are made up at a later date. The Board concludes that continuing wage payments to all employees, contractual and noncontractual, salaried and non-salaried, who suffer a loss in pay due to an emergency closing, serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing when schools reopen.

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***[Include one of the sections below.]***

***[Include the text below if the District's DEA(LOCAL) includes provisions that address premium pay, such as time and a half, for employees who are required to work during an emergency closing.]***

WHEREAS as to nonexempt employees who are called on to work during an emergency closing, the Board further concludes that payment of these employees at a premium rate, as provided at DEA(LOCAL), serves the public purposes of maintaining morale, providing equity between idled employees and employees who provide emergency-related services, and recognizing the services of essential staff.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of \_\_\_\_\_ School District authorizes continued wage payments to all employees, contractual and non-contractual, salaried and non-salaried, who are instructed not to report to work during an emergency closing, unless the workdays are scheduled to be made up at a later date.

BE IT FURTHER RESOLVED that nonexempt employees who are required to work during an emergency closing shall be paid at the premium rate described at DEA(LOCAL).

OR

***[Include the text below if the District's DEA(LOCAL) does not include provisions for premium pay, such as time and a half, to employees who are required to work during an emergency closing or if the District's DEA(LOCAL) includes provisions for premium pay only during a federally declared disaster and the District wants to add or expand premium pay provisions to closings for state or local emergencies.]***

***[Please note: If the District intends to seek reimbursement from FEMA for extraordinary costs for essential employees who are required to perform disaster-related emergency work, the District must have local policy provisions providing for those costs prior to the disaster.]***

WHEREAS as to nonexempt employees who are called on to work during an emergency closing, the Board further concludes that payment of these employees at a premium rate, as provided in this resolution, serves the public purposes of maintaining morale, providing equity between idled employees and employees who provide emergency-related services, and recognizing the services of essential staff.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of \_\_\_\_\_ School District authorizes continued wage payments to all employees, contractual and non-contractual, salaried and non-salaried, who are instructed not to report to work during an emergency closing, unless the workdays are scheduled to be made up at a later date.

BE IT FURTHER RESOLVED that nonexempt employees who are required to work during an emergency closing shall be paid at the premium rate of \_\_\_\_\_ (e.g., one and one-half times their regular rate of pay) for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law.

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The authority granted by this resolution to continue wage payments to idled employees and to pay a premium rate to nonexempt employees who provide emergency-related services is effective for a closure with a maximum duration of \_\_\_\_\_ (e.g., one week) unless the Board takes action to authorize payment for a longer duration.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board of Trustees.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

EXHIBIT B

RESOLUTION OF THE BOARD REGARDING WAGE PAYMENTS  
DURING EMERGENCY SCHOOL CLOSINGS

***[This sample resolution does not include provisions to provide premium payments.]***

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**Note:** For information on wage payments during closures, see TASB eSource at [https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/documents/personnel\\_issues\\_during\\_sch\\_closings\\_apr15.pdf](https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/documents/personnel_issues_during_sch_closings_apr15.pdf).

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***[Adjust the following as necessary to align with policy text at DEA(LOCAL), if any, regarding continued wage payments during an emergency closing.]***

WHEREAS the Board acknowledges that during an emergency closing, most District employees are instructed not to report for work. The Board concludes that a need exists to address wage payments for employees who are idled.

WHEREAS employees who are instructed not to report to work may suffer a loss of pay unless the workdays are made up at a later date. The Board concludes that continuing wage payments to all employees, contractual and non-contractual, salaried and non-salaried, who suffer a loss in pay due to an emergency closing, serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing when schools reopen.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of \_\_\_\_\_ School District authorizes continued wage payments to all employees, contractual and non-contractual, salaried and non-salaried, who are instructed not to report to work during an emergency closing, unless the workdays are scheduled to be made up at a later date.

The authority granted by this resolution to continue wage payments to idled employees is effective for a closure with a maximum duration of \_\_\_\_\_ (e.g., *one week*) unless the Board takes action to authorize payment for a longer duration.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board of Trustees.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary