
HR Guidance for COVID-19 Closure

This guide is intended to provide detailed answers to questions employees have about their pay, work hours, timekeeping, and benefits. We will continue to update this guidance, in addition to the [COVID-19 FAQ](#) previously shared.

PAY

During this closure, all full-time and regularly scheduled staff will continue to be paid.

In this context, “regularly scheduled staff” includes bus aides, lunchroom attendants, parent workers, and part-time teachers whose hours are less than a full school day but otherwise would be considered a full-time employee. Cadre substitute teachers will also continue to be paid.

Substitute, hourly/seasonal (i.e., miscellaneous), and retiree employees will also be supported.

We value all of our employees, including substitute, hourly, and retiree employees, and we want to support you. Because some substitutes and hourly employees work irregularly, while others work nearly full-time, it is a complex and time-intensive process to determine precisely how much any individual employee would have worked in the coming two weeks.

So, between Tuesday, March 17 and Monday, March 30, each substitute or hourly employee will be paid for the average number of hours worked per day by the employee since January 2, 2020. Each individual will be paid at the hourly rate in their current position. While not exact, we believe this is the best approximation of projected earnings. If any employee feels they have extenuating circumstances or hardship, please contact familyservices@cps.edu for assistance.

Please note that “Cadre Substitute Teachers” will continue to be paid as they normally would.

Emergency Personnel asked to report to work in-person will be eligible for additional compensation.

Employees designated as Emergency Personnel will be expected to report to work in order to perform essential functions, including food distribution and core operations. Emergency Personnel who are sick or caring for a sick dependent will be excused with regular pay.

School-based Emergency Personnel includes:

Emergency personnel who are required for **food distribution, cleaning, and associated functions** at schools are listed below.

- School Administrators (principals and assistant principals)
 - At least one administrator must report to each school unless sick or caring for a sick dependent. If no administrator is able to report to the school, the principal can request another employee from their school staff who has an administrative license to cover. If this is a teacher, they will be paid the instructional rate for hours worked.
 - Will be paid a 10% premium on top of their regular pay for days they report to work
- Lunchroom managers
 - Will be paid a 50% premium on top of their regular pay for days they report to work
- Nutrition workers
 - Will be paid a 50% premium on top of their regular pay for days they report to work
- Facilities (all custodians and engineers)
 - Board employees in this category will be paid a 50% premium on top of their regular pay

for days they report to work

- Security staff
 - Will be paid a 50% premium on top of their regular pay for days they report to work

Emergency Personnel from Central and Network Offices include:

- Payroll and designated Accounting employees
 - Will be paid a 50% premium on top of their regular pay for days they report to work
- Other employees as designated by their Department Chief
 - Will be paid 10% premium on top of their regular pay for days they report to work, excluding Board-approved Officers.

TIMEKEEPING

All Emergency Personnel (those asked to report in-person) should swipe in/out as normal.

Swiping should occur as it normally does if you are asked to report in-person. This will ensure we have a record of your reporting to work. Swiping is required in order to receive the premium pay for in-person work during the closure.

Non-Emergency full-time staff at Central Office and Network Offices are expected to telework.

Employees teleworking do NOT have to enter REG time through Kronos. Their time will be entered by Payroll throughout the closure. However, these employees must enter benefit time in Kronos if they are unable to telework. Consult this [Telework Guidance](#) for more details.

Non-Emergency full-time staff at schools (e.g., teachers, PSRPs, SECAs, etc.) do NOT need to enter time in Kronos.

At this time, active school-based staff who are asked to stay home should NOT enter their time in Kronos. It will be entered by Payroll automatically during the closure. If you are currently on a leave of absence, or you expect to be on leave during this closure, please consult the “Illness and Leaves of Absence” section of this guidance.

Hourly/Miscellaneous employees must receive authorization to work from the supervising Department Chief.

All hourly or miscellaneous employees’ work during the closure must be pre-authorized by the supervising Department Chief and performed remotely. Miscellaneous employees who are approved to telework must fill out [this timesheet](#) and submit it to their manager for approval. Once approved, the form should be sent to Payroll via payrollservices@cps.edu.

Substitute employees will NOT be permitted to work during the closure.

Because substitute employees’ work is typically performed on-site, this closure means that substitute employees are not permitted to work during this closure. Please see the section on Pay for questions regarding substitute employee pay between March 17 and March 30.

MEDICAL AND PHARMACY BENEFITS

With regard to treatment for COVID-19, our plans cover medically necessary health benefits, including physician services, hospitalization, and emergency services. Members should always call the number on their ID card for answers to their specific benefit questions.

Prior authorizations for diagnostic tests and covered services that are medically necessary and consistent with Centers for Disease Control and Prevention (CDC) guidance will be waived for any

covered members diagnosed with COVID-19.

BCBS will also make dedicated clinical staff available to address inquiries related to medical services, ensuring timeliness of responses related to COVID-19.

Medically necessary diagnostic tests consistent with CDC guidance related to the COVID-19 will be covered at no cost to members, if it is not already covered by the Public Health response.

This will ensure patient testing and any subsequently needed care is performed swiftly and in close coordination with federal, state, and public health authorities.

BCBS will expand access to telehealth and nurse/provider hotlines.

Given the nature of the COVID-19 outbreak, seeking non-emergency in-person medical care is best done after an initial phone call, to limit potential further spreading of the virus. In response, BCBS is encouraging the use of virtual care, and can also facilitate member access and use of nurse/provider hotlines. To learn more, [click here](#).

CVS Pharmacy has increased access to prescription drugs and other clinical support systems.

CVS Pharmacy is making these changes to ensure its members can swiftly access the right care in the right setting. In addition, CVS Pharmacy has offered to:

- Increase access to prescription medications by waiving early refill limits on 30-day prescription maintenance medications and/or encouraging members to use their 90-day mail-order benefit.
- CVS Pharmacy will waive charges for home delivery of all prescription medications. With the CDC encouraging people at higher risk for COVID-19 complications to stay at home as much as possible, this is a convenient option to avoid coming to the pharmacy for refills or new maintenance prescriptions.

ILLNESS AND LEAVES OF ABSENCE

If you are sick, stay home. If you are very sick, consult your doctor. If you are having a medical emergency, get to the nearest emergency room or call 911.

If you have fever, cough, shortness of breath or rapid, noisy, or difficulty breathing, please contact your medical provider immediately.

If you need assistance locating a PCP, please contact Blue Cross Blue Shield of Illinois (BCBSIL) at <http://www.bcbsil.com/members> or 1-800-331-8032.

Do not return to work until 72 hours after you are free of fever (oral temperature below 100.4°F) without the use of fever-reducing medications and your other symptoms have resolved. Please follow the advice of your medical provider.

If you test positive for COVID-19, you are eligible for a paid leave of absence.

Please email Kerry Frank, Manager of Employee Leaves, at kmfrank1@cps.edu to notify her confidentially that you have developed symptoms, in which case, your paid time off may be converted to leave under another policy covering medical leaves.

If you have tested positive for COVID-19 or have symptoms consistent with COVID-19 and do not require medical attention, you should remain under home isolation precautions for 7 days from start of symptoms (if multiple symptoms, then from start of cough) OR until 72 hours after fever is gone and symptoms get better, whichever is longer.

If you have been approved or are in the process of applying for a paid leave under the Family Medical Leave Act (FMLA) or short-term disability (STD) between March 17–March 30, your leave/disability will be processed and paid, but the time will not be held against you.

- If you are already approved for a paid FMLA leave or STD benefit during March 17–30, your leave/disability will be put on hold. During the hold period, your benefit time or STD days will not be exhausted. The Board will be covering this paid time off.
- If you're in the process of applying but haven't received your approval, the Absence and Disability department will continue to process leaves. Approvals will be sent out and your STD and benefit days will not be paid out. The Board will be covering this paid time off.
- The Absence and Disability team is aware that our healthcare system is overwhelmed during this time and will be granting extensions for receiving medical documentation.

EMPLOYEE ASSISTANCE PROGRAM

Contact our Employee Assistance Program (EAP) if you are experiencing high levels of stress or anxiety and need support.

You can reach the EAP 24/7 at 1-800-424-4776 or visit www.magellanascend.com. EAP services are free for all employees, as well as their household members. Services include up to three free counseling sessions for stress/anxiety, financial coaching, wellness, and community resources.

Contact BCBSIL if you need assistance locating a PCP.

If you do not have a primary care doctor and need help locating one, please contact BCBSIL at <http://www.bcbsil.com/members> or 1-800-331-8032.

We thank you for your continued patience and support as we work to ensure that our entire CPS family remains safe and healthy during this challenging time.