Superintendent’s Authorization Concerning the
Continued Compensation and Employee Expectations for the Fort Worth ISD

In furtherance of the public purposes stated in the Resolution adopted by the Board of Trustees on March 17, 2020, and by the authority delegated by the Board in the Resolution adopted by the Board of Trustees on March 31, 2020, Dr. Kent Scribner, authorizes the following:

Continued Compensation

Through May 4, 2020, all regular employees and qualified substitutes as defined by the Board’s original resolution adopted March 17, 2020, are authorized to receive continued wage payments. Employees receiving continued compensation will be required to continue to report to work, either by working remotely from home or from any other designated location permitted by law in order to maintain key functions of the District, including but not limited to, activities such as instruction, lesson development, curriculum development, staff support, maintenance and operations, food distribution, payroll, and other business office functions. Each employee is expected to respond to direction from their supervisor, including directives to report to work at designated locations.

Employees asked to report to a designated location are reminded to continue to practice social distancing and to follow the CDC guidelines. Additionally, these employees are only to report to work upon the direction from their supervisor. We recognize that employees are being asked to go above and beyond during this public health crisis, and we appreciate their dedication to the students and families of Fort Worth ISD.

Qualified substitute employees, who as of March 6, 2020 worked at least 100 days for the 2019-2020 school year, will be paid their daily rate while schools are closed.

Accordingly, over 11,500 employees will continue to receive compensation while the District remains closed yet providing instruction to all Fort Worth ISD students. All employees receiving compensation are considered to be on call and should be available during normal business hours or in accordance to the schedule provided by the Superintendent or his designee.

The District continues to explore benefits for part-time employees not receiving continued compensation.

Premium Pay

Nonexempt employees who are required to work on site during an emergency closing shall be paid at the premium rate of 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.

Absence Reporting

If an employee is not available or accessible while required to work remotely pursuant to the expectations provided by the employee’s supervisor, the employee should report an absence in the District’s absence reporting system for the period of absence or unavailability. Failure to report such absence will be considered an unexcused absence by the employee. Absences will be managed pursuant to the District’s leave policies. [See DEC (LOCAL)]

Approved: 4/13/20

Kent P. Scribner, Superintendent

Date