



FREQUENTLY ASKED QUESTIONS

The Department of Human Resources has compiled this list to address some of the most frequently asked questions received by employees.

1. What is the Families First Coronavirus Response Act (FFCRA)?

The Families First Coronavirus Response Act (FFCRA) requires SCS to provide eligible employees with emergency paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

2. Who qualifies for FFCRA?

All employees qualify for FFCRA. Under the Emergency Paid Sick leave you are eligible on or after your first day of employment. For Expanded Family and Medical leave, you must be employed at least 30 calendar days to qualify.

3. How can I apply for FFCRA?

Employees who wish to apply for leave under this provision of the FFCRA Act should submit the application by email to your assigned Leave of Absence Administrator:

Marvay Mosley (Locations A - K) - mosleym1@scsk12.org

Dana Jackson Dortch (Locations L - Z) - jacksond1@scsk12.org

4. Will instructional/teachers be allotted the Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave in addition to the yearly (10) paid sick days and (2) personal days?

Yes, if an employee is eligible for FFCRA they can receive up to 80 hours (10 days) and are not required to use any other accrued leave including accumulated SCS sick time or personal days during this time.

5. Will non-instructional employees be allotted the Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave in addition to accrued sick and vacation time?

Yes, if an employee is eligible for FFCRA they can receive up to 80 hours (10 days) and are not required to use any other accrued leave including accumulated SCS sick time or vacation days during this time.

6. What happens if I have used all of the 10 days of the Emergency Paid Sick Leave and need additional time off due to Covid-19?

Eligible employees will have the option of using accrued sick days, personal days and/or vacation days to cover any additional time needed after the 10 days are used due to Covid-19.

7. Am I required to use the 10 days of Emergency Paid Sick leave consecutively?

No, employees are entitled to up to 80 hours of emergency paid sick leave and do not have to use this time consecutively. Employees would have until December 31, 2020 to use the total 80 hours allotted.

8. How will my payroll preparer know how to code me if I am off on Emergency Paid Sick Leave or Expanded Family and Medical Leave?

When the FFCRA paperwork is received and processed in Benefits, the Leave of Absence Administrators will notify the direct manager/supervisor via email to inform them of the FFCRA code to use and the duration of your leave.

9. I have a medical condition that I believe makes a COVID-19 infection more dangerous for me. What is the District doing to help me with my concerns?

The District is following CDC guidelines to reduce the risk of infection for our students and staff. This includes required temperature screenings, medical screenings, face mask use, physical/social distancing, hand washing and extra cleaning in the buildings. You can reduce your risk of getting COVID-19 by limiting your interactions with other people as much as possible and always following the same practices that the District is implementing for the schools and central office.

10. Will part-time employees and substitutes be able to take advantage of FFCRA?

Yes, FFCRA is for all employees including part-time and substitutes.

11. Will I be covered under my SCS Cigna plan if my family or I get COVID-19 or have to go for testing?

Yes. Your Cigna insurance will cover diagnosis, testing and treatment associated with COVID-19 through October 31, 2020 (If the date is extended longer, we will keep employees informed).

Please Note: The District's existing benefits plan has not changed or been modified, and no coverage has been taken away from employees or retirees. All District plans have and will continue to cover the diagnosis and treatment of COVID-19 related illnesses. Per the Federal Government's recommendation, we enhanced (meaning that this is in addition to our regular coverage offerings) our medical plan benefits to waive cost-sharing and copays for all office visits, testing and treatment of a COVID-19 diagnosis. That enhancement was set to expire on July 31 but has been extended until October 31. Again, the existing benefit enhancements that were in place prior to the pandemic cover the diagnosis and treatment of COVID-19 illnesses. If we receive additional guidance from the Federal Government, we will work with our healthcare vendor to update any guidelines.

12. If you or someone who is employed with Shelby County Schools test positive, how do I report this?

Employees can use the SCS self-reporting email: SCSSelfreport@SCSk12.org

13. I have spoken to my direct supervisor and still have concerns about requesting to telework or questions about accommodations, who should I contact?

For telework or accommodation inquiries, please contact Lauren Prater in the Office of Professional Standards praterl@scsk12.org.