

## Pay and Leaves for employees during the Coronavirus crisis (COVID-19) Frequently Asked Questions and Answers - #1

***IMPORTANT NOTE: This document is based on information and guidelines received as of 8:00 am March 30, 2020 and is subject to change.***

PAYMENT OF WAGES/ACCUMULATION OF SERVICE	
<b>1</b>	<p><b><i>Are all employees who are required to stay at home going to be paid?</i></b></p> <p>Whether an employee is paid depends on the employment commitment made by the Employer. i.e. employees who have a commitment from the employer to work (previously scheduled time) will be paid. For casual/supply teachers/replacement workers not receiving pay, it is advisable to contact Service Canada to determine their eligibility for Employment Insurance (EI) if you have not already done so. Please see the below for your specific situation.</p>
<b>2</b>	<p><b><i>Will permanent employees be paid?</i></b></p> <p>Yes.</p>
<b>3</b>	<p><b><i>Will D contract teachers be paid?</i></b></p> <p>Yes, for the duration of their contract.</p>
<b>4</b>	<p><b><i>Will long-term supply teachers be paid?</i></b></p> <p>Yes, for the duration of their appointment. There are no extensions beyond the original end date, at this time.</p>

5	<p><b><i>Will day to day supply teachers be paid?</i></b></p> <p>The Employer will pay any previously scheduled time.</p>
6	<p><b><i>Will casuals with status be paid?</i></b></p> <p>The Employer will pay any previously scheduled time.</p>
7	<p><b><i>Will casuals without status be paid?</i></b></p> <p>The Employer will pay any previously scheduled time.</p>
8	<p><b><i>What happens to time I've accumulated towards status (120 days)?</i></b></p> <p>You will continue to accrue time towards status for any paid day. If you are not paid, your continuous service will be paused during the closure and resume afterward.</p>
9	<p><b><i>Will there be a break in service for casual employees towards obtaining employee status and seniority accumulation during the coronavirus-related closure period?</i></b></p> <p>The period of closure will not be considered a break in service recognized to acquire status. The accumulation of seniority and days towards status will be suspended during this time.</p> <p>Once schools and or district offices re-open, if the employee is called upon to work, seniority will continue to accumulate as if there had been no break in service.</p> <p><i>Please note:</i> Any day paid during the closure (previously scheduled time or time worked) will count towards seniority and days for status.</p>

10	<p><b>If I am scheduled to work, will I be paid?</b></p> <p>Yes, you will be paid for any day for which you have been scheduled.</p>
11	<p><b><i>If I am not scheduled to work, will I be paid?</i></b></p> <p>No, if you have not been scheduled to work and you are not working, you will not be paid.</p>
12	<p><b><i>I have been hired by a district for Jordan’s Principle or am Enhancement Staff for First Nations. Will I be paid?</i></b></p> <p>If you have a commitment for work from the school district (i.e. have previously been scheduled), the commitment will be honoured, and you will be paid for that commitment. Enhancement staff who receive pay from a school district will continue to be paid.</p>
13	<p><b><i>If I have not been scheduled, am not paid and am not eligible for Employment Insurance (EI), what do I do?</i></b></p> <p>Please contact Service Canada for advice.</p> <p><u>Link to the Employment Insurance Website – Regular EI</u></p> <p><a href="https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html">https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html</a></p> <p><u>Link to Employment Insurance – How Many Hours do I need by postal code</u></p> <p><a href="https://srv129.services.gc.ca/ei_regions/eng/postalcode_search.aspx">https://srv129.services.gc.ca/ei_regions/eng/postalcode_search.aspx</a></p> <p><u>Link to the Employment Insurance Website and Coronavirus Information</u></p> <p><a href="https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html">https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html</a></p>

14	<p><b>A D contract teacher was scheduled to finish their contract on March 25. What happens if the employee they are replacing is still absent after that date?</b></p> <p>D contract teachers are paid to the end of their existing contract. The D contract teacher will be paid to March 25 as originally agreed. As there has been no additional contract commitment beyond that date, the contract will end as planned.</p>
15	<p><b>What about deposit notices?</b></p> <p>The deposit notices will remain at the central office in Fredericton during the Covid-19 period.</p>
<p><b>LEAVES</b></p>	
16	<p><b>Will an employee who was on paid sick leave before the coronavirus crisis be paid from the March 16 closure announcement?</b></p> <p>If an employee was on paid sick leave before March 16<sup>th</sup>, they will continue to use paid sick leave at their disposal while they are unable to work due to illness.</p> <p>If an employee who was on paid or unpaid sick before March 16<sup>th</sup> recovers and provides medical clearance that they are available to work after March 16<sup>th</sup>, they will be put on the regular payroll if they are able to perform their duties, either at their work environment or from home.</p> <p>If an employee who was on paid or unpaid sick before March 16<sup>th</sup> recovers and provides medical clearance that they are available to work after March 16<sup>th</sup> but is unable to perform their regular duties due to school closures or reduction of services at the districts, or cannot work from home or require accommodations they will be placed on the regular payroll and will be available to be deployed to essential services within GNB</p> <p>If an employee was on an unpaid sick leave before March 16<sup>th</sup>, they will continue to be on unpaid sick leave for the duration of their illness.</p>

	<p>If an employee was on unpaid sick leave with an end date falling during the pandemic, they must advise their supervisor if their sick leave is to be extended, and a doctor's note will eventually be required. If no sick leave extension is communicated, the employee will be deemed fit to work, and must report to work or be available for deployment. A Human Resources Officer will contact the employee to advise them that they are returned to the regular payroll.</p>
<b>17</b>	<p><b>An employee is on paid leave through WorkSafeBC, Blue Cross or another program. They are now ready to make a gradual or complete return to work, but schools and/or offices are closed due to coronavirus. What will happen?</b></p> <p>The employer will return the employee to the payroll for the hours stated in the gradual return to work plan and pay for those hours.</p>
<b>18</b>	<p><b>If I become sick while on regular payroll, what do I do?</b></p> <p>If you are sick, you are unable to report to work, therefore you are required to use sick leave for the time you are sick. When on sick leave, you will not be redeployed unless medical clearance is provided.</p>
<b>19</b>	<p><b>Will I be required to use sick leave during the school closure?</b></p> <p>If an employee fell ill between March 16<sup>th</sup> and March 27<sup>th</sup>, they were put on a General Leave with Pay up to and including March 27<sup>th</sup>. As of March 28<sup>th</sup>, if an employee remains ill or falls ill, they must use sick leave (paid or unpaid).</p>
<b>20</b>	<p><b>If I am on Sick Leave, do I switch to my regular pay/General Leave with Pay until schools reopen, then switch back to Sick Leave?</b></p> <p>No. If you are on Sick Leave you will remain on Sick Leave until you are able to return to work/are no longer sick. If you become able to work, you will be placed on the regular payroll and will be expected to be available for work or deployment</p>
<b>21</b>	<p><b>What leave will be provided during the school closure?</b></p> <p>If you are unable to work from home or in the school building, you will continue to be paid on the regular payroll. <b>DURING THIS LEAVE YOU ARE EXPECTED TO BE AVAILABLE FOR WORK OR DEPLOYMENT.</b></p>

<p><b>22</b></p>	<p><b>I am returning from travel outside of Canada. What am I expected to do regarding leaves?</b></p> <p><b>If you left Canada before March 13, 2020:</b> You will self-isolate for 14 days upon returning to New Brunswick and you will not be physically present in the workplace during that period. You will be placed on leave with pay during the self-isolation period. If you occupy a critical position, you will work from home if equipped to do so.</p> <p><b>If you left Canada on or after March 13, 2020:</b> You will self-isolate for 14 days upon returning to New Brunswick and you will not be physically present in the workplace during that period.</p> <p>You are required to use the vacation leave, banked overtime, pro-rated leave or leave without pay at your disposal, based on the Management Non-Union policies or applicable collective agreement, during that period.</p> <p>If you occupy a critical position, you will work from home if equipped to do so in which case you will not be required to use any leave.</p>
<p><b>23</b></p>	<p><b>I am returning from travel within Canada but outside of New Brunswick. What am I expected to do regarding leaves?</b></p> <p><b>If you left New Brunswick after March 24, 2020:</b> You will self-isolate for 14 days upon returning to New Brunswick and you will not be physically present in the workplace during that period.</p> <p>You are required to use the vacation leave, banked overtime, pro-rated leave or leave without pay at your disposal, based on the Management Non-Union policies or applicable collective agreement, during that period.</p> <p>If you occupy a critical position, you will work from home if equipped to do so in which case you will not be required to use any leave.</p>

24	<p><b>I have non-work-related travel planned for outside of New Brunswick. What happens regarding leave if I still travel?</b></p> <p>You will self-isolate for 14 days upon returning to New Brunswick and you will not be physically present in the workplace during that period.</p> <p>You are required to use the vacation leave, banked overtime, pro-rated leave or leave without pay at your disposal, based on the Management Non-Union policies or applicable collective agreement, during that period.</p> <p>If you occupy a critical position, you will work from home if equipped to do so in which case you will not be required to use any leave.</p>
<p><b>TRAVEL</b></p>	
25	<p><b><i>What is the direction regarding work related travel?</i></b></p> <p>All work-related international and out-of-province travel has been cancelled. Employees who travel do so at their own risk. Please see responses below for personal travel.</p>
26	<p><b><i>What is the direction regarding school related student travel?</i></b></p> <p>All school related international and out-of-province student travel is cancelled. All provincial or district travel is cancelled until further notice.</p>
27	<p><b><i>Is personal international travel or travel outside New Brunswick allowed?</i></b></p> <p>The provincial government has asked that all non-essential travel outside of New Brunswick be avoided. Many countries are reporting community or widespread transmission of the virus that causes COVID-19. In some countries, travellers may have limited access to timely and appropriate health care should they become ill. Local authorities may impose control measures suddenly, including movement restrictions such as quarantine.</p>

	<p>Older people and those with a weakened immune system or underlying medical condition(s) are at a higher risk of developing severe disease.</p> <p>If you must travel, please visit the Government of Canada's travel advice and advisories page for your destination(s) regularly to verify travel health recommendations and safety and security information.</p>
<p><b>28</b></p>	<p><b>What do I do if I've returned from travelling outside of New Brunswick?</b></p> <p>As of March 13, 2020, all travelers arriving in Canada from international points must to <a href="#">self-isolate</a> for 14 days. Self-isolation means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.</p> <p>On March 19th, 2020, a state of emergency was declared in New Brunswick. There are Public Health measures, closures of businesses and restrictions that all residents must follow. These efforts will contribute to slow the introduction and spread of COVID-19 in New Brunswick.</p> <p>On March 24th, 2020 New Brunswick implemented restrictions for all travellers who are arriving from outside the province. This includes interprovincial/Territorial and international travel. At this time exemptions are being made for certain individuals, but this is subject to change. These exemptions are to allow the continued movement of goods and the ongoing delivery of essential services and address those that require essential healthcare services in another province.</p> <p>All travelers entering New Brunswick as of March 24th, 2020 must self-isolate:</p> <ul style="list-style-type: none"> <li>• stay at home for 14 days;</li> <li>• avoid contact with others;</li> <li>• If you require necessities such as groceries, make other arrangements such as having someone pick up, deliver and leave items outside your door;</li> <li>• If there are others in your home, this means to:             <ul style="list-style-type: none"> <li>• stay in a separate room and use a separate bathroom if possible;</li> <li>• keep at least 2 metres between yourself and other people;</li> <li>• keep interactions brief;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• do not share personal items, such as toothbrushes, towels, bed linen, utensils or electronic devices;</li> <li>• at least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes;</li> <li>• avoid contact with individuals with chronic conditions, compromised immune systems and older adults; and</li> <li>• avoid contact with pets if you live with other people that may also be touching them.</li> <li>• monitor yourself for following symptoms for 14 days:             <ul style="list-style-type: none"> <li>• of respiratory illness, such as fever or cough or difficulty breathing.</li> <li>• if you develop or have symptoms Call TELECARE-811 for further instructions.</li> </ul> </li> </ul> <p>After the 14 days of self-isolation, you should do the following to comply with the rules surrounding the state of emergency:</p> <ul style="list-style-type: none"> <li>• Stay at home as much as possible except to go outside for walk or out in your yard.</li> <li>• If you must leave home for necessities such as groceries, practice physical distancing of at least 2 metres (6 feet) between yourself and anyone else.</li> <li>• Wash your hands and practice cough/sneeze etiquette.</li> <li>• Avoid touching your eyes, nose and mouth with unwashed hands.</li> </ul> <p>For more information, please visit: <a href="https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/InterprovincialTerritorialInternationalTravelers-e.pdf">https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/InterprovincialTerritorialInternationalTravelers-e.pdf</a></p>
<b>SCHOOL CLOSURE/DISTRICT OFFICES AND ACCESS</b>	
<b>29</b>	<p><b><i>Who is expected to work while schools are closed and while school district services are reduced?</i></b></p> <p>While schools are closed, and school district services are reduced until further notice, critical services still need to continue.</p> <p>Designated critical services include: District Office Staff (HR &amp; Payroll), District facilities and maintenance staff, IT Staff, Child and Youth are still expected to complete critical duties. Those employees are designated by their respective Superintendent.</p>

	<p>Principals and vice-principals are expected to be available to work remotely (e.g., email, telephone, online meetings if requested by the Superintendent) during the school closure to deal with issues arising from the operations of the school building.</p> <p>If any employee exhibits COVID-19 symptoms, they are expected to self-isolate, call 811 and follow their directives. All COVID-19 information can be found at <a href="https://www2.gnb.ca/content/gnb/biling/coronavirus.html">https://www2.gnb.ca/content/gnb/biling/coronavirus.html</a></p>
<b>30</b>	<p><b><i>Does this include District Administrative Staff (DAS)?</i></b></p> <p>Yes, District Administrative Support are expected to complete critical duties within their roles and will have to go the district offices to complete these duties if required. Those employees are designated by their respective Superintendent.</p>
<b>31</b>	<p><b><i>What about custodial staff and school cleaning?</i></b></p> <p>Schools should be thoroughly cleaned. Custodial shift schedules may be adjusted to match employee requests while meeting the needs of any early learning facility located within a school that is open for essential services. Those employees are designated by their respective Superintendent.</p>
<b>32</b>	<p><b><i>Will the schools be accessible while closed?</i></b></p> <p>Except for the early learning facilities opened for essential services, schools will only be accessible to those designated as responsible for cleaning or responsible for critical maintenance. Other staff are not to enter the buildings until further notice.</p>
<b>33</b>	<p><b><i>Will the school year be extended?</i></b></p> <p>There is no decision currently. Our immediate concern is the health and safety of the public.</p>
<b>34</b>	<p><b><i>Are District Offices open to the public?</i></b></p> <p>No.</p>

**35** *What about extra-curricular activities?*

All fundraising and extra-curricular activities have been cancelled until further notice.