

## **Human Resources FAQs**

### **How long will LVCCLD be closed? Revised 4-6-20**

At the current time, LVCCLD will remain closed through April 30. The tentative reopening date is May 1, pending approval from Governor Sisolak and the Health District. Any changes to this timeline will be posted here, on the Staff Updates page.

### **How will I know when to return to work?**

The District will continue to post updates here. Department Directors will ensure that all staff in their departments are notified directly.

### **Do VAC and SICK leave continue to accrue?**

Yes, all leave will continue to accrue within existing guidelines.

### **What happens to my VAC/SICK/BONUS leave that I submitted?**

VAC/SICK/BONUS leave will be retracted and changed to Facility Closure. VAC/SICK/BONUS leave will not be deducted during the closure period.

### **I am currently on leave without pay (LWOP). Will I be credited?**

No, LWOP hours will not be credited. These hours will not be changed to Facility Closure.

### **I am currently on block FMLA status. Will I be credited?**

Any block FMLA during this time period will be credited as Facility Closure. Staff FMLA/SICK hours will not be deducted. Intermittent FMLA does not apply during this period since we are closed.

### **Does PERS credit continue to accrue?**

Yes, PERS credit will still accrue.

### **I am due for a raise during this period but I have not received my evaluation yet. Will I still get my raise?**

Any staff due for a merit increase during the closure will be processed on the effective date (pending a successful evaluation). A merit increase is subject to reversal in the event of an unsuccessful evaluation. Staff will receive their evaluation upon return.

**I just received a promotion. Will this still be processed?**

Yes, this will still be processed on the effective date.

**I am currently on probation. Will this be extended since we are closed?**

Yes, staff probationary periods will be extended due to closure.

**I am a supervisor and scheduled work plans this month. Should I contact my staff and still conduct these?**

No, work plans should be rescheduled when the District reopens.

**As a supervisor, I received a staff resignation during the closure period. What should I do?**

Please email the resignation to Glo Thomas, London Porter, and Chris Dinino, and copy your Department Director.

**Will any staff be required to work during this closure?**

Although the District is closed, full-time staff may be asked to work. We do not anticipate branch staff working; however, many of the Administrative staff will continue to work and be on-call, as needed.

**New HR Updates as of 4-6-20:**

**If my VAC hours max out before I return to work, do I lose these hours?**

VAC hours will not accrue beyond the 320 cap.

**My BONUS days will expire before I return to work. Will I be able to take these after the expiration date?**

Yes, expired BONUS days will be extended and must be used within the first 30 days after reopening.

**What happens to the paid Easter Holiday for Full-Time staff?**

Full-Time staff will be paid the Easter Holiday. Timecards will be adjusted that week to reflect one Easter holiday with the remaining days as Facility Closure. For example, a typical 40-hour employee would get the Easter holiday plus 32 hours of Facility Closure (for a grand total of 40).