



## **AIMS Human Resources Communication**

How to reach HR (Turn around response 48hrs)

- Email [HR1@aimsk12.org](mailto:HR1@aimsk12.org)
- Phone : (510) 406-3910

### AIMS COVID-19 Human Resources Q&A and FAQ's

- **Am I expected to work during school closure?**  
Yes, virtual learning will be held for some students. Communication and lessons will be given to students during closure. Other staff will be assigned work by their supervisor. Please make sure you stay in contact with your Supervisor, check your email throughout the day for direction.
- **Will I continue to get paid due to potential school closure?**  
Yes, you will receive your paycheck and benefits, during closure.
- **How will I receive my paycheck?** Your check and pay stubs will be mailed and/or direct deposited, depending on what you signed up for.
- **How will hourly employees be paid?** Hourly employees will be assigned work by their direct supervisors. The employee will have to submit a timesheet for approval for their supervisors before it can be sent to payroll.
- **How will I submit my timesheet and where/who do I send it to?** Timesheets will need to be emailed over to direct supervisors for approval. Timesheets will then need to be emailed to payroll with the direct Supervisor copied.
- **Will Teachers submit timesheets?** No, teachers need to record hours via Swipeclock. If you do not have access, please contact HR immediately.
- **How will I be informed regarding the school opening date?** HR will send an email to all AIMS and your supervisor will contact you as well.
- **What happens if I test positive with COVID-19 while the school is closed?** You will need to inform your direct supervisor and HR by email.
- **To date we have no reported cases of active Covid-19 at AIMS.**

#### **Benefits:**

If there are issues with benefits, contact HR immediately.

**Payroll:** Questions and issues, please email [jimmy.quach@aimsk12.org](mailto:jimmy.quach@aimsk12.org)

#### **Spendwise:**

If there are any expenses that are work related, during the closure, first get approval from your direct Supervisor and have their staff place it on Spendwise.

*Please be safe and be sure to take care of yourself and family!*