

# Teacher & Support Staff COVID-19 Hazard Pay

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The Michigan Department of Treasury recently released details regarding the process for teachers and school support staff to access the one-time hazard pay for teachers and support staff included in [Public Act 166 of 2020 Sec. 949p](#) and [Public Act 166 of 2020 Sec. 949q](#). Public Act 166 of 2020 calls for a one-time payment up to \$500.00 to be paid out to eligible teaching staff and a one-time payment up to \$250.00 to be paid out to eligible school support staff to recognize the additional time spent outside of normal working hours, hazardous working conditions, or additional costs incurred as a result of the school closure in the spring of 2020. For more information on eligibility, Michigan Treasury has compiled a list of [Teacher & Support COVID-19 Grant FAQs](#) and [Additional Support Staff COVID-19 Grant FAQs](#).

Teachers will need to meet the following eligibility requirements:

1. Prior to the issuance of [executive order 2020-35](#), the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at the District as a K-12 classroom teacher.
2. After issuance of [executive order 2020-35](#), the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the District's continuity of learning plan.
3. The teacher certifies to the District, via the [Form 5734](#), that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the District's continuity of learning plan.

*If the teacher was employed in a part-time capacity, the hazard pay will be prorated to meet their portion fulfilled.*

School support staff will need to meet the following eligibility requirements:

1. Prior to the issuance of [executive order No. 2020-35](#), the school support staff (a K-12 full-time or part-time para-professional, aide, or non-instructional staff) performed at least 75% of their workload in a brick and mortar school building at a district.
2. Meets the school support staff statutory requirements to receive grant funding. For a list of school support staff positions please refer to the paraprofessional/aide assignments beginning at p. 41 and non-instructional assignment codes beginning at page 43 of the Registry of Educational Personnel Data Field Descriptions Manual, which is available at the following webpage: <https://bit.ly/35Ka3Bk>.

3. The school support staff certifies to the District, via the [Form 5734](#), that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to providing student services during the COVID19 pandemic. This form will be reviewed by the district for eligibility.  
*If the support staff was employed in a part-time capacity, the hazard pay will be prorated to meet their portion fulfilled.*

Timeline:

- November 6 – December 4, 2020 - [Form 5734](#) is available to eligible staff via this website.
- November 9 – District will e-mail eligible individuals. If you do not receive an e-mail and believe you are eligible, please contact Dianne Webster at 269-624-7906 or [dwebster@lawtoncs.org](mailto:dwebster@lawtoncs.org)
- December 4, 2020 – Deadline to appeal eligibility and completed [Form 5734](#) is due back to the Business Office via email at [dwebster@lawtoncs.org](mailto:dwebster@lawtoncs.org) , interoffice mail, or USPS to:

Lawton Community Schools  
Attn: Dianne Webster  
101 Primary Way  
Lawton, MI 49065

*Form must be received by December 4, 2020. Incomplete forms will not be processed.*

- December 4 – December 16 – District review Form 5734 for processing to Treasury.
- February 25, 2021 - The Michigan Department of Treasury estimates mailing checks on or about February 25, 2021 to the address of residency provided via the Form 5734.

Please contact Dianne Webster at 269-624-7906 with any questions.