

DRAFT DRAFT Employee Reporting Responsibilities During Emergency Distance Learning, Closures, Late Starts, and Early Releases

Revised PROPOSED (Subject to Change)

	Distance Learning / School Closures			Late Starts		Early Releases
	Emergency Distance Learning Due to Weather in 2020-21	Normal Closure In 2020-21	Critical Closure	Normal Late Start	Critical Late Start	
Teachers	<p>As determine by District, provide Distance Learning or complete online professional development within 1 week of Emergency Distance Learning.</p> <p>Teachers work from home unless special arrangements made with building leader.</p>	<p>Teachers complete online staff development module(s).within 1 week of closure.</p> <p>Do not report to work.</p> <p>No pay reduction if modules completed within 1 week of closure.</p> <p>Short-term leaves reinstated if modules completed within 1 week of closure.</p>	<p>Do not report to work.</p> <p>No online professional development</p> <p>No pay reduction.</p> <p>Short-term leaves reinstated.</p>	Work as scheduled.	<p>Report to work at the corresponding time of late start (for example, 2 hours late) or the beginning of the student day, whichever is earlier.</p> <p>No pay reduction.</p>	<p>Leave 15 minutes after student dismissal or after essential work completed, whichever is later.</p> <p>No pay reduction.</p>
Principals District Directors Superintendent Activities Director Student Support Coordinator Nutrition Services Director Bldg & Grounds Director Human Resources Manager ABE Coordinator Bldg & Grounds Administrator School-Age Care Coordinator IT Systems Administrator CE Coordinator Adult Program Coord. Youth/Family Programs Coord. School-Home Liaisons	Unless assigned otherwise, work as scheduled at home or office.	Unless assigned otherwise, work as scheduled at home or office.	Work as scheduled at home or office.	Work as scheduled.	Work as scheduled.	Work as scheduled.

	Distance Learning / School Closures			Late Starts		Early Releases
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All Other Program Supervisors, District Office Personnel, and Non-Classified Personnel	Unless assigned otherwise, work as scheduled at home or office.	Unless assigned otherwise, work as scheduled at home or office.	Unless needed by supervisor, do not report to work. Non-exempt employees who work will earn 2 times their base rate. No pay reduction for others. Leaves reinstated.	Work as scheduled.	Employees needed by supervisor to work will earn 2 times their base pay for hours worked. Others do not report to work. No pay reduction.	Work as scheduled at home or office.
Food Service Workers <i>See Section 11.5 in the Cooks Association Agreement for exceptions.</i>	<u>Announcement Made After Shift Begins</u> If an employee is sent home after reporting to work, hours are claimed on timecard as if regular work schedule followed. <u>Announcement Made Within 30 Minutes of Shift Starting</u> If the employee reports to work, he/she claims two (2) hours of work and may use personal leave to claim other hours. <u>Announcement Made Over 30 Minutes Before Shift Starting</u> Compensation reduced accordingly unless the employee uses personal leave.	<u>Announcement Made After Shift Begins</u> If an employee is sent home after reporting to work, hours are claimed on timecard as if regular work schedule followed. <u>Announcement Made Within 30 Minutes of Shift Starting</u> If the employee reports to work, he/she claims two (2) hours of work and may use personal leave to claim other hours. <u>Announcement Made Over 30 Minutes Before Shift Starting</u> Compensation reduced accordingly unless the employee uses personal leave.	Do not report to work. Hours claimed on timecards as if regular work schedule followed. Leaves reinstated	Work as scheduled unless later work time authorized by Building Head Cook. Hours claimed as if regular work schedule followed.	Head cooks work as scheduled and earn 2 times their base rate during critical period. Others claim hours as if regular work schedule followed.	Leave 15 minutes after student dismissal or after essential work completed, whichever is later. Hours claimed as if regular work schedule followed.

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Custodians	Work as scheduled.	Work as scheduled.	<p>Buildings may be critically closed during the day and/or 2nd shift depending on weather throughout the day.</p> <p><u>Critical Closure During Day</u> Head custodians, District Maintenance Worker, and Master Electrician work as scheduled until essential work has been completed. For time worked, they will earn 2 times their base rate. No pay reductions for custodians not required to work.</p> <p><u>Critical Closure During 2nd Shift</u> Custodians work as needed by supervisor. For time worked, custodians will earn 2 times their base rate. No pay reduction for custodians not required to work.</p>	Work as scheduled.	Work as scheduled. Employees who work will earn 2 times their base rate during critical period.	Work as scheduled.

Support Personnel

(Secretaries, Media Personnel, Copy Machine Operators, Paraprofessionals, Van Drivers, and Nurses)

As per Agreement, Emergency Late Starts Not on Board-Approved School Calendar

Unless they obtain approval from their supervisor to be absent from work, Class D secretaries and the Assistant Secretary of Community Education work as scheduled and are paid two times their normal rate of pay during the late start period.

Other employees report to work at the related time to school starting such as two (2) hours late or the beginning of the school day, whichever is earlier. Hours are claimed on timecards according to their regular work schedule and there is not pay reduction.

As per Agreement, Emergency Early Releases Not on Board-Approved School Calendar

Employees leave fifteen (15) minutes after student dismissal or after all students are safely accounted for and accommodated, whichever is later. Hours are claimed on timecards according to their regular work schedule and there is no pay reduction.

As per Agreement, Normal Closures:

Secretaries work as scheduled unless they obtain approval from their supervisor to be absent from work. Other employees do not report to work. If they take personal leave, hours are claimed on timecards and there is no pay reduction. If they do not take personal leave, hours are not claimed on timecards and there is a pay reduction

As per Agreement, Critical Closures:

Employees are not required to work. Employees who work as requested by their supervisor will be paid two times their normal rate of pay. Other employees will receive their normal rate of pay. Leaves previously requested will be deleted.

Emergency Distance Learning Due to Weather in 2020-21:

Unless otherwise assigned (for example, Kids Junction), support personnel will complete assigned online professional development within 1 week of Emergency Distance Learning.