**\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**COVID-19 Emergency Measures**  1909

Human Resources and Personnel

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure clear expectations for District staff while completing their duties in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

Work Schedule and Assignment for Certified Staff

The working conditions for the certified staff shall be governed by a Collective Bargaining Agreement and any applicable Memorandum of Understanding between the Unit and the School District or the individual employment contracts between the employee and the School District. Certified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that specifically governs instead of the policy.

Work Schedule and Assignment of Duties for Classified Staff (Select the Option(s) below that are applicable to your District.)

Option 1

In accordance with the individual employment contracts issued to classified staff, the District reserves the right to change employment conditions affecting an employee’s duties, schedule, assignment, or supervisor. The District shall notify the employee in writing of any change in their workday or duties. Classified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration.

Option 2

The working conditions for classified staff are governed by a Collective Bargaining Agreement or any applicable Memorandum of Understanding between the Unit and the School District. Classified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that that specifically governs instead of policy.

Personal Conduct

This policy in no way limits or adjusts the School District’s expectations for staff conduct. All applicable district policies and handbook provision governing staff conduct remain in full effect

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Student Services

Students shall have access to regular instructional services whether their instruction is provided in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of School District Policy or concern about student health, well-being, or safety to their supervisor for review and referral. Students receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff obligation to report suspected child abuse or neglect.

Compensation and Benefits

Staff shall continue to earn regular compensation and benefits during the period of declared public health emergency. Payroll dates and schedules are not affected by an applicable public health emergency.

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2019-2020 school year unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety

Policy 1906 – Student Instruction

Policy 5140 – Classified Assignment

Policy 5210 – Assignments and Transfers

Policy 5221 – Work Day

Policy 5232 – Abused and Neglected Child Reporting

Policy 5255 – Disciplinary Action

Policy 5223 – Personal Conduct

Policy 5012 – Sexual Harassment

Policy 5015- Bullying and Intimidation

Policy 5130 – Staff Health

Policy 5230 – Prevention of Disease Transmission

Policy 5222 – Evaluation of Certified and Classified Staff

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on: