



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

H U M A N   R E S O U R C E S

Date: March 16, 2020  
To: All Employees  
From: Karen Hendricks, Deputy Superintendent, Human Resources  
Subject: Employee Expectations During School Closures

This information is written to clarify expectations for staff during temporary school closures in Palo Alto Unified School District and is based on the most current information at the time of distribution.

We understand that implementing these changes with such limited notice is challenging, and also that the District has need to maintain basic operations necessary to all. We also understand that such measures can feel disruptive, and we appreciate our employees' patience and cooperation. We are grateful to community members throughout the county for their tremendous efforts during these challenging times.

Supervisors will meet with you on Monday, March 16th to discuss the expectations for Tuesday, March 17th- Friday, March 20th. You will receive e-mail communication by Friday evening, March 20th regarding expectations for the week of March 23-27 and additional communication by Friday evening, March 27th regarding expectations for the week of March 30-April 2. At this time, teachers are expected to work remotely throughout the closure. Thank you for your flexibility and patience as this is a new situation for all of us and continues to evolve.

## Purpose

Under the guidance of the Santa Clara Public Health Department and Santa Clara County Office of Education, all public schools in Santa Clara County will be closed beginning March 16, 2020 in order to assist with slowing the spread of the COVID-19 virus. During this time, Palo Alto Unified School District is required to maintain various services and operations, including fiscal services, human resources, student nutrition, emergency maintenance, and facilities security. The work of instructional staff and other employees who provide services to students is directly impacted. However, we also realize that the work of many other employees may be affected, so we encourage all employees to work closely with their direct supervisor to understand any changes to their general work parameters during this time of closure.

## Practice

During the school closure period, the District Office will remain closed with the exception of necessary pre-scheduled appointments. Site administrators will not report to their school sites until further notice. All regular employees are on call and will be categorized as **working on duty, working remotely, or on leave**. Employees will check in with their direct supervisor about which group they fall into and the expected work parameters if they need clarification.

## Scope

These practices during the temporary closure of our schools will apply to all **regular\*** employees, and we ask that employees check in with their direct supervisor regarding the impact to their regular work duties. All regular employees are on call and will fall into one of the following categories during the closure:

- On Duty
- Working Remotely
- On Leave

\***Regular** employees refers to an employee's assigned position. This does NOT apply to substitutes or other employees who may perform miscellaneous additional work submitted via hourly timesheets. Substitutes and temporary hourly employees should check in with their direct supervisor to see if hourly or substitute work will be available during the closure.

## On Duty Employees

Palo Alto Unified is excusing all student absences and only essential personnel are reporting to work. Those essential employees are currently identified as student nutrition staff who serve student meals, security to keep our sites safe, business office staff to pay all regular employees and bills, and select management to keep things in order. Essential classified employees identified to report to work will receive additional compensation.

### Teacher specific duties during the closure include:

- Teachers will post activities and resources using the District's online platform tools.
- Teachers will provide flexible learning options for students during closure, without the expectation of fully replicating classroom instruction.
- Teachers will remain available for electronic interactions with students during normal business hours.
- Teachers will participate in remote scheduled meetings with site administration, District administration, and department / grade level teams.
- Teachers will not report to school sites during the closure.
- Teachers will receive full compensation during the closure with normal leave provisions available for those unable to meet the participation requirements outlined in the guidance letter being prepared.
- If a teacher is utilizing leave, they must communicate their absences to students and families. Secondary teachers must post their absence on Schoology. Elementary teachers who do not use Schoology should communicate their absence with families by email.
- Teachers may be assigned other responsibilities as determined necessary and appropriate during the duration of the school closure.

Any employee who is on call but for any reason cannot be available to work will submit and follow standard leave process and must submit for use of appropriate leave options, including sick leave or personal necessity. PAUSD Leave Request Forms are attached here for reference.

## On Call Employees

Typical work may not be reasonably performed due to school closures. For this reason, all regular employees are on call in order to assist with other operationally necessary work

assignments. Employees who are called in during the hours of their typical work day will be expected to show up within two hours of being called in. These employees are eligible for regular pay if they are able to remain available to work outside their typical work environment and perhaps outside their regular classification. Some of these temporary on-call assignments may include:

- Assisting Student Nutrition department with preparation, delivery or distribution of meals for students
- Assisting Facilities or Maintenance with cleaning District facilities
- Assisting Educational Services with lesson/unit/course planning and the effects of disruptive student services for the eventual re-opening of school sites
- Assisting with any other operationally necessary work performed at the District Office

If a regular employee who is on-call work but for any reason cannot be available during their typical work hours will need to submit a Leave Request Form and follow the standard leave process. These employees will then be considered on leave (see below).

### **Working Remotely**

Office-based employees may be able to continue working remotely on a temporary basis during the time of school closures. These employees will receive guidance from their direct supervisor on the scope of work expected to be performed and the necessary remote access that may be needed. Direct supervisors will assess office-based employees' eligibility for working remotely on a case-by-case basis.

#### **Best practices for working remotely include:**

- A quiet and distraction-free working space
- Strong internet connection and access to required programs or websites
- Attention to typical or temporarily-assigned job duties
- Adhere to break schedules
- Ensure work schedule overlaps with those of their team in order to complete job duties effectively

Supervisors and team members should determine daily or other short-term goals, projects, or deadlines regarding expected work completion. They should frequently be in communication (either online or in-person) to discuss progress.

While working remotely, employees must keep District-issued equipment safe and avoid any misuse. Specifically, employees are reminded to:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from downloading suspicious, unauthorized or illegal software

## **On Leave Employees**

We understand that individual employees and their families are affected differently during this time. We ask that any employee who is unable to work on duty, on call, or remotely complete the Leave Request Form and enter their absences into Aesop with a reason that best describes their circumstance. These employees will then be considered on leave and will not be expected to perform any job responsibilities during the school closures.

It is possible that there will be future State or Federal relief identified for workers affected by this pandemic. However, since such a leave category currently does not exist, please select the reason on the form and in Aesop that best describes your circumstance and know that we will not be deducting days from employees' current leave balances at this time as we await further clarification on this impact.

Please know that even though the District must continue with its basic operations, we want our employees to take good care of themselves and their families during this time.

If you have any specific questions not covered in this memo, please speak to your direct supervisor. You may also contact the Directors of Human Resources:

- Lisa Hickey- Certificated Employees- [lhickey@pausd.org](mailto:lhickey@pausd.org), 650-329-3733
- Anne Le- Classified Employees- [ale@pausd.org](mailto:ale@pausd.org), 650-329-3783