Dear VAESp Members,

I would like to take this opportunity to help answer some questions around our MOU, signed yesterday. Regarding COVID-19 closure.

Starting Monday March 23 – April 24, 2020

A. Work during District Closure.
   1. Employees will have one of three statuses during the term
      Working at either
      Their typical worksite,
      an alternate worksite,
      or at home.

On Paid “COVID-19 leave Per Section B

Answer: You need to choose your work option. Unless you fall under one of the following High Risk Options.

- Employee needs to self-isolate because the employee is diagnosed with COVID-19
- You have a medical diagnosis experiencing the symptoms of VOVID-19
- Your physical presence on the job would jeopardize the health of other because of exposure to SARS-CoV-2 or, experiencing symptoms of COVID-19
- You are High Risk Category
  - Adults ages 60 and older
  - Chronic medical condition 9 heart disease, lung disease, and diabetes
  - Weekend immune system from medical conditions or treatments
  - Pregnant

If you are considered High Risk you need to do the following:

- Enter your absence in Absence Management Under the option COVID -19. Use one of the following options
  - Diagnosed
  - Exposure
  - Symptoms
  - High Risk

The dates entered would need to match the time you need to not be disturbed. High Risk would be the entire time out due to exposure. (March 23 – April 24, 2020)

COVID-19 codes have nothing to do with your absence leave being deducted, sick or other.

It is Only to tell the district, who can not be called into work during the outbreak.
Work during District Closure continued.

2. When all schools are closed, a revised work schedule will be followed. It is the understanding and agreement of the parties that the service of certain employees and employee groups will be needed by the District, and those employees may be called to work onsite. Employees may also be placed on-call while at home during their regularly scheduled working hours, or such other modified hours as described in Section A.3 below (collectively, working hours) The district may assign professional development activities or other training during Working Hours, provided such training will not require in-person gatherings of multiple employees.

Answer: You may be asked to report to another location. On line courses may be provided to you during the closure. You would be expected to comply.

3. During the closure, employees will receive at least the same weekly hour of work prior to the school closure (9 March 16, 2020) excluding scheduled non-workday such as spring break). However, within the workweek, employees may be assigned to different times of work or total hours of work per day to meet the District’s needs as they develop. Employees will be provided at least one business days’ notice of any changes in the time of work or total hours of work assigned per day

Answer: You may be called to work the following day. It may be necessary to use leave, sick or other if you are not able to report.

4. The district will determine demands for secretarial, clerical, and paraeducator work during the closure. If fewer employees are needed to work onsite than are employed with a classification of the bargaining unit, employees will work on a rotating schedule such that employees work and approximately equal number of hours onsite (and spend an approximately equal number of hour on-call at home)

Answer: You could possibly be called in for an essential task. If the task only requires 1 person and there are 4 of equal classification, a rotating schedule will be used. You would most likely only be asked to perform the task and go home. Not expected to work a full 8 hour day.

5. Employees who are required to work onsite will practice “social distancing” consistent with then-current federal, state, and local order of public health
authorities with jurisdiction. The district will inform employees and the Association regarding expectations and procedures for social distancing.

Answer: If you are required to work onsite, stay 6’ away from others.

6. Employees who are assigned to be on-call (home assignment) will do the following:

Answer for a. You are expected to check your e-mail once a day.

Answer for b. Remain available for phone calls. This does not mean you need to answer every unknown call. Please respond to messages left by employer. This is expected during work hours.

7. It is understood that as the situation evolves, additional work from home or onsite may be required of employees who are assigned to their homes, or to alternate worksites. It is recognized, per guidance from OSPI, that this work “will require flexibility and may necessitate paid staff to perform different duties than they are normally assigned. The Association recognizes and agrees that employees may be required to work outside of their normal job classifications and perform different job duties during this unprecedented situation. The association waives claims of employees in other bargaining units performing Association work, provided that Association employees receive the hours of work outlined above. The District and the Association will collaborate in good faith to address any concerns about the impacts of such changes.

Answer: Be flexible; you may be willing to perform a task of another job classification. During these times, it’s important to get the task done and not worry about classification.

8. Employees who need to be released from these duties on a particular day may apply for or take leave under the CBA in the same manner as during regular operations.

Answer: If you are not able to work, from your site, (home, or worksite) you need to enter your absence through Absence Management using the appropriate codes. If you are posting pictures from the beach, on a workday, you need to have reported the absence.

9. If the District adds days to the student calendar pursuant to Section C, below, employees who work, fewer than two-hundred and sixty days will be released from duty during the school closure for an equivalent number of days to those added to the calendar, so that the total number of workdays does not increase. Employees who work at alternate sites, including at home, will not work beyond their regularly scheduled hours without advance authorization from their supervisor.
Answer: 9 month employees will not be paid over 180 days
10 month employees will not be paid over 210 days
12 month employees will not be paid over 249 days

10. For the week of March 16 – 20, 2020, specifically, 10 and 12 month Association employees will report to work onsite, whereas 9 month employees will not—consistent with the District’s typical practice for an inclement weather closure.

Answer: 10 and 12 month employees are expected to work at the worksite through March 20, 2020. Unless given other instructions by supervisor.

Leave During coronavirus Pandemic

Answer was given in section A. If you Qualify for any of the COVID-19 Categories. Enter your leave in Absence Management using the appropriate code for COVID-19

Making Up Lost Instructional Days and Time

Answer: June 19, 2020 will be the end of the academic year
I understand the issue with 10 month staff now having their last day same as students. We can address this when the time happens.

Sanitation Procedures

Answer: The district should provide disinfecting products. Use them.

Contact with Students

Answer: This is very important! You should not be reaching out too or having contact with students or parents of students. I understand you may feel the need to follow up and check in, you should not!

Funding Sources

Answer: State and Federal money is still coming into the district for your salary and benefits.
Basic Facts from MOU:

You are working and paid to work during the closure. Whether considered working from your worksite, another location, or home. You are expected to maintain the same rules and expectations as you would if you were on the worksite.

If you do not have a task to work on at home, the expectation is to check your email daily, answer calls from the district and respond to requests within 24 hours.

If you are not able to work for any reason other than the COVID-19 reasons, you are expected to enter your absence as you would in a worksite using sick, personal or other. (your leave will be deducted)

If you have any of the COVID-19 reasons, keeping you from work. Enter the absence in absence management for the appropriate amount of time. (your leave will not be deducted ) these reasons are only to help the district identify employees who should not be disturbed during the outbreak.

Expect the following: you may be asked to take an online class, report to work or another worksite, perform a task outside of your classification.

Use good judgement around communications with others.

Most Important!

Stay Safe, Stay Healthy

Barb Plymate, VAESP President