

1 **Upper West Shore School District #33**

2
3 **COVID-19 Emergency Measures**

1909

4
5 Human Resources and Personnel

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure clear expectations for District staff while
9 completing their duties in a safe and healthy workplace. The supervising teacher, principal,
10 superintendent or designated personnel are authorized to implement this policy.

11
12
13 Work Schedule and Assignment for Certified Staff

14
15 The working conditions for the certified staff shall be governed by a Collective Bargaining
16 Agreement and any applicable Memorandum of Understanding between the Unit and the School
17 District or the individual employment contracts between the employee and the School District.
18 Certified staff shall comply with the emergency policies adopted by the Board of Trustees and
19 related directives from the administration unless there is a provision of a Collective Bargaining
20 Agreement or an applicable Memorandum of Understanding that specifically governs instead of
21 the policy.

22
23
24 Work Schedule and Assignment of Duties for Classified Staff

25
26 In accordance with the individual employment contracts issued to classified staff, the District
27 reserves the right to change employment conditions affecting an employee’s duties, schedule,
28 assignment, or supervisor. The District shall notify the employee in writing of any change in
29 their workday or duties. Classified staff shall comply with the emergency policies adopted by the
30 Board of Trustees and related directives from the administration.

31
32
33 Personal Conduct

34
35 This policy in no way limits or adjusts the School District’s expectations for staff conduct. All
36 applicable district policies and handbook provision governing staff conduct remain in full effect
37
38
39
40
41
42
43
44
45
46

1
2
3
4 Student Services
5

6 Students shall have access to regular instructional services whether their instruction is provided
7 in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of
8 School District Policy or concern about student health, well-being, or safety to their supervisor
9 for review and referral. Students receiving instruction in an offsite or online setting are governed
10 by all applicable laws, including the staff obligation to report suspected child abuse or neglect.
11

12
13 Compensation and Benefits
14

15 Staff shall continue to earn regular compensation and benefits during the period of declared
16 public health emergency. Payroll dates and schedules are not affected by an applicable public
17 health emergency.
18

19
20 Evaluation of Staff
21

22 The Board of Trustees authorizes the administration to adjust or waive the schedule for
23 evaluation of staff to accommodate the changes to the school calendar for the remainder of the
24 **2019-2020 school year** unless there is a Collective Bargaining Agreement or Memorandum of
25 Understanding specifying the evaluation process of a member of a bargaining unit.
26

27
28 Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety
29 Policy 1906 – Student Instruction
30 Policy 5140 – Classified Assignment
31 Policy 5210 – Assignments and Transfers
32 Policy 5221 – Work Day
33 Policy 5232 – Abused and Neglected Child Reporting
34 Policy 5255 – Disciplinary Action
35 Policy 5223 – Personal Conduct
36 Policy 5012 – Sexual Harassment
37 Policy 5015- Bullying and Intimidation
38 Policy 5130 – Staff Health
39 Policy 5230 – Prevention of Disease Transmission
40 Policy 5222 – Evaluation of Certified and Classified Staff
41

42 Policy History:

43 Adopted on: March 26, 2020

44 Reviewed on:

45 Revised on: April 30, 2020

46 Terminated on: