



Directions for Working During the COVID Closure for HSD Classified Staff

April 2, 2020

Hello everyone, Steve and Julie here. Thank you for taking the time to read this email. Be prepared: It is LONG so you might have to read it in chunks. But we are trying to give you the information you need to feel comfortable about returning to work on Monday, April 6.

INTRO

We hope you are all healthy and holding up well. Life in the "Stay at Home" era can get pretty stale. We all miss our normal routines and jobs.

However, we as public school employees are fortunate we have jobs during this crisis. Many of our HSD families aren't as lucky. This isn't to say that we have *stability*. We are all trying to figure out how to shift to a work-from-home model.

Next week, we resume the business of public education, but in a much different world. Our jobs will look much different. So it makes sense that you will be asking questions that begin with "Who? What? When? How?" But we don't have all of the answers yet. Trust that the questions will get answered by all of us in due time. In the meantime, we ask that you approach the uncertainty by answering the "What?" with:

- Who? This new model depends largely on You.
- What? Whatever you can do to grow professionally and help out the HSD community.
- When? When you are asked or when you see an opportunity to contribute.
- How? However you can make it happen.
- Why? Because you can still make a difference to your skills, your school's culture, and our district's image in the eyes of our community by carrying on during this long-term school closure.

We know you'd like a better picture of what on-the-job expectations will look like when school resumes next week (and many of you won't actually be on the job ... because you will be working from home!) Please understand that this picture will likely develop slowly over the coming weeks.

GENERAL GUIDELINES

For now, move forward with these guidelines in mind:

- HSD classified employees return to work on Monday, 4/6. Again, during Washington's "Stay at home" order (in effect through April 8 unless extended), returning to work will look different than normal. Most of you will be *working from home* so your work will be done online unless you have been identified as essential staff who need to report to a building (e.g., Grounds, custodial services for Childcare program...)

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- If you do not have a device, one will be provided to you. Contact Julie or Colleen for assistance.

- Classified employees will receive their full pay as long as they fulfill the following expectations:

1. Employees work as much of their normal shift as possible. Training opportunities will be provided to you that you can use toward fulfilling as many hours of your normal shift as possible. If you are essential staff that is reporting to a building, the expectation of completing online training is only to the extent that you complete your paid hours.
2. All employees are required to check email twice (AM & PM) a day beginning 4/6.
3. Create a timesheet per Julie's instructions. You will need to update this timesheet on a daily basis as well as maintain a "Log of Activities" (see example below).

- Our goal is to provide you with enough work or training to complete your regular number of hours. This will be difficult. The expectation for working from home is that you will complete any work assigned or participate in online training opportunities. Any time remaining will be documented as "on call".

Here is an example:

Trudy is a SpEd para. She has been assigned to help teachers contact the parents of students on IEPs. Once done with that task, Trudy can complete online trainings. Trudy spends 4 hours of her 6 hour shift completing these tasks and trainings. She would list the remaining 2 hours under "on call". Trudy would record 4 hrs Regular and 2 hrs On Call on her timesheet and describe the 4 hours of activities in the "Log of Activities" column.

As in this example, you are expected to record all professional learning and trainings you complete. Some training opportunities will provide you with a certificate of completion when you are done. If it does, save it or print it. If not, please write a short reflection. That reflection could be a list of 3-5 bulleted takeaways of key things you learned.

Example:

Training: "Stop Bullying in Schools"

Date: xx/xx/xx Duration: 1.5 hours

Key takeaways:

- *The best way to stop bullying is to prevent it before it starts.*
 - *Bullying takes many forms but it usually involves: 1. An imbalance of power and 2. Repetition.*
 - *There are long-term negative consequences for the bully and students who are bullied if schools don't stop it early.*
- Hockinson School District paraprofessionals and media technicians are required to complete FCS (Fundamental Course of Study) coursework. *There is more information to come on the Fundamental Course of Study.*

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- Training modules from the Fundamental Course of Study are available to all classified employees. In other words, everyone has the option to take these trainings and count them toward their paid time.
- Custodians who are reporting for duty in a building will not be required to complete online training sessions if they are able and available to work their full shifts. If they are told to work remotely for all or a portion of their day, the trainings can be used toward fulfilling their paid time.
- Custodians who have been cleared to work from home will be required to complete training assigned to them.
- You may feel that some of the training does not apply to your position, but if it has been assigned or made available to you it is because the HSD believes it is training that will support you in supporting students, which is the main focus of this district.

IMPORTANT! If you are not able or available to complete your assigned work to the extent that it is offered, you will need to take leave just as you would now in Aesop and on your timesheet.

CONCLUSION

We have heard many different people talk about this closure in the following terms:

“Difficult times”

“uncharted territory”

“There’s no playbook for something like this...”

You know what? They are all correct! These are unusual circumstances. So it is reasonable to expect that it will not be business as usual when we resume work on Monday. There will likely be a lot of time spent on the computer learning about socioemotional learning and other topics provided by the HSD and your building. We appreciate your flexibility as we figure this out together.

Steve and Julie

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