

Hopkins County Schools New Staffing Plan Based on SB 177

Purpose

Due to guidance provided by Governor Beshear, state health experts, and the local Health Department, we will be instituting a new plan moving forward that will drastically limit the number of people in a school building at any one time. Due to extraordinary circumstances, extraordinary allowances must be made.

The plan includes a flexible work schedule for all staff, with the intent of contributing our part in combatting, containing, and mitigating this virus. This means if you are not scheduled to work, stay home in order to minimize contact with others. This will allow us to carry out the essential services of the district. **All Hopkins County Schools (HCS) employees must remain accessible to your principal/supervisor for direction and instruction. All staff are still considered “on duty” during NTI and non-NTI days.**

Non-Traditional Instruction

With the increase of additional Non-Traditional Instruction (NTI) days, it is even more important for certified staff to design, develop, and deliver the highest level of rigorous instruction possible. Making on-going connections with students and providing continual feedback is crucial and is a primary expectation of HCS. Principals are expected to monitor the progress of these activities just as they would if they were conducting walkthroughs and classroom visits.

Essential Services

Essential Services defined: Those services deemed necessary to support meal preparation and distribution, NTI, and building administration and functionality. The demands of NTI will likely require some intermittent needs for staff who are otherwise considered telecommuters or non-essential at this time.

1. Finance & Technology: Necessary business/office operations such as phone coverage, website/social media, finance operations, support of technology platforms
2. Food Service & Transportation: Preparing and delivering food to our students
3. Family Resource Center: Preparing and delivering supplies to families in need
4. Instruction: NTI functions as determined necessary by school and district-level leadership
5. Maintenance & Custodians: Maintaining buildings and grounds functionality and deep cleaning

Essential Services Personnel required to be in building and/or Central Office or job site: All essential employees will be assigned to work on a rotational basis and demonstrate social distancing.

- Administrator
- Secretary
- Food Services staff and other employee volunteers needed to carry out the essential function
- Family Resource Service personnel
- Transportation employees for food delivery or sanitation of buses
- Maintenance and Custodial staff to monitor buildings and grounds
- Technology employees to maintain technology platforms for district operations and NTI. Otherwise, telecommunicating will be utilized.

Telecommuting

Telecommuting defined: Working from home to carry out normal functions using technological platforms, email, and phone to network with others as needed to fulfill job responsibilities

All employees that have capabilities to do jobs from home, for the period of this Coronavirus event, **must** telecommute. If there is a need to be in a building for any reason, it must be for a short-term, targeted reason only with prior administrative approval. Social distancing guidelines should be followed by anyone performing any function on behalf of the district.

Classroom Instructional Assistants, Computer Lab Attendants, & Support Staff: These duties have been communicated on the school level and may include any or all of the following: 1) NTI assistance, 2) parent/family contact assistance, 3) PLC work, 4) activities at the direction of either principal or classroom teacher, 5) Online Safe Schools Training, 6) Food Service Assistance, 7) Transportation assistance, 8) Any other assignment deemed appropriate

Preschool Certified & Classified Staff: District-wide preschool certified and classified staff will work to provide instructional support and fulfill contractual obligations under the direction of the director of elementary instruction and early childhood.

Certified/Classified On-Call Status: In order to provide essential functions to the district during this time, all staff should consider themselves on-call between **9:00 a.m.-3:00 pm** Monday through Friday. Teachers are responding to students, parents, and support personnel could be called upon to perform any of the following essential services: 1) answering phone calls, 2) preparing and delivering food, 3) central business functions, 4) responding to family needs, and 5) intermittent NTI functions as determined by school-level leadership.

Expectations of Telecommuters

- Remain accessible to school-level leadership for direction and instructions
- Check and monitor email regularly throughout the day
- Communicate electronically with video conferencing tools
- Participate in PLCs or other meetings as assigned by school or district-level administrators
- Fulfill modified professional learning plans that may now include extremely personalized options as agreed-upon by employee/supervisor

Telecommuters (teachers, assistants, and some support staff) may not have matching hours. If employees can work from home preparing lessons or making student contacts, it warrants acceptable work assigned. These days count towards employment contract requirements. Limited, select staff may be brought in on a restricted basis for short intervals to perform necessary work for NTI. This will be at the discretion of the principal or immediate supervisor.

Human Resources Information

Health Concerns: Anyone that has concerns about this plan should contact their immediate supervisor. If the employee is in a high-risk category and has self-identified, as [defined by the CDC](#) for this situation, a personalized home work plan will be made available to the employee if possible. Please communicate that desire to your supervisor. However, in some cases, the employee may need to use emergency days.

Emergency Days During COVID-19: The recently passed SB177 has granted local boards authority to use emergency days. Therefore, during the 2019-2020 school year, the Hopkins County Board of Education shall allow emergency leave to any full-time or part-time classified or certified employee if the local board determines it is necessary in relation to the COVID-19 public health emergency.

Emergency days may be granted for those who cannot perform their job duties at home or on a rotational basis for essential function, and one of the following reasons exist:

- Employee is subject to federal, state, or local quarantine
- Employee has been advised by health care provider to self-quarantine
- Employee is experiencing COVID-19 and seeking medical diagnosis
- The employee is caring for someone subject to federal, state, or local quarantine OR the individual has been advised to self-quarantine
- High-risk health category and self-identified, as defined by CDC guidance
- Not scheduled to work in the work rotation

If any of these apply, the employee is to communicate this to his/her immediate supervisor. In turn, the supervisor is to report this to the Superintendent and Human Resources (HR) Department. Previously required affidavits shall be waived with the statement of COVID19.

It is important to note that the HCS does not intend to lessen paychecks due to this situation. As long as the staffing expectations are met, employees will continue getting paid as normal. It is impossible to create a plan that is 100% equitable due to the services being required during the pandemic. However, we will make every effort, but equity may not be achievable under all circumstances.

Evaluation Plan & Salary Notifications: SB 177 allows the Board of Education to modify the district's certified and classified evaluation plans (CEP). It also "allows for written notices required to be provided to certified or classified employees regarding salary or non-renewal of contracts to be sent via regular or email."

Hours of Operation & Meetings

HCS buildings are closed to the public foot traffic. Phone coverage for the schools will be provided between 9:00 a.m.-12:00 p.m. Monday-Friday for questions. The Central Office is also closed to foot traffic, but phone coverage will be provided between 9:00 a.m.-3:00 p.m. All meetings of 10 or more people should be done electronically. CIAs can be used on a rotational basis to cover the phones and make copies for NTI materials.

How do we proceed?

- HR to develop a Google doc listing all classified staff for each building and CO to document days worked or appropriate leave indicated.
- Principals need to work with school leadership team to develop a plan for all CIAs and support staff.
- Special Education (SE) will coordinate SE support staff with school building coaches and communicate to HR.
- Principals and directors will communicate with HR on a weekly basis to reconcile Google spreadsheet of days worked for classified staff.
- Transportation and Food Service will coordinate with principals to utilize support staff as needed for rotation basis to implement essential services.
- HR to coordinate with Superintendent and Assistant Superintendents to revise the CEP and all deadlines for certified and classified employment notifications.
- All provisions are retroactive to March 6th as per the Governor's recommendation. However, Hopkins County Schools was in full session through March 13. Therefore, these provisions for HCS are retroactive to March 16th and go into effect upon the Governor's signature.