

# Guidelines for Cutler-Orosi JUSD Employees

Effective April 14, 2020 until further notice

As we continue to work our way through difficult and uncertain times, these guidelines are intended to bring a degree of clarity and structure to our employees. As circumstances change on the national, state and local levels, these guidelines will change accordingly. We thank you in advance for your continued support and the assistance that you are providing to our students and community.

## All Personnel

Special care should be given by all district employees to:

- Avoid contact with people who are sick while off the District premises.
- Stay home as much as possible when not at work.
- Be aware of the conditions that can cause an individual to be immunocompromised as explained on the CDC website. These conditions include cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

## Visitors

On occasion, district and school personnel may allow visitors on campus to drop off written communication, pick up school assignments or to speak directly with employees of the district. These site visits should be kept to a minimum and be avoided whenever possible. Alternative methods of communication should be encouraged and may include but are not limited to the following:

- E-mail
- Telephone
- Face time
- Zoom (no recording or video with students)
- Use of a drop box on site

Visits by parents or students and non-work related visits by staff to district offices and school sites should be limited in frequency and length of stay. Visits by outside vendors should be postponed until further notice. **Staff are to wear a mask when around other staff members or members of the public. Staff handling mail and or freight are to wear gloves. Staff are not to eat together in break rooms or offices. Social distancing, at a minimum must be followed at all times. The more separation you have, the better.**

## Work Day and Work Calendar

Beginning April 14, 2020, all employees will return to their regular work calendar as to days worked, holidays and non-work days. Each person is to work for their total normal daily work hours. **This is not a vacation period. Employees are receiving their regular salary and are “on call” to work their regular total hours.** This includes working on site (when needed) and working from home. Some staff will rotate the days that they come to the site. If there is not job functions to perform you should expect to be assigned Professional Development training to be completed while working from home or in a designated location at a district site. This unfortunate health crisis presents an excellent opportunity

for many of our staff to enhance their skill and knowledge and to better themselves while serving our community. For some staff or certain classifications the actual work schedule may be different based on the need for services. Generally, offices will be open from 8:00 a.m. to 4:30 p.m. Food Services is working a split crew in order to maintain social distancing and reduce potential exposure. Your administrator/supervisor will notify you of your specific on-site work days and times as needed. Below is a basic chart to give a general outline of staff assignments.

District Office & Site Administrators	The COJUSD District Office will be open during school closures. If you work at the District Office, including Business, Personnel, Student Services, Curriculum, Special Services and IT, you shall report to work as indicated. Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday using a rotational schedule. Professional Development will be assigned.
School Office & Clerical	All Clerical and Office Staff shall report to their assigned work location. We anticipate that sites and departments will receive many phone calls. Office staff will need to field these calls. Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday using a rotational schedule assigned by your administrator. Professional Development will be assigned for rotational days while working at home.
Certificated	Certificated Staff shall continue to work from home using distance learning with students. Logs must continue to be maintained as indicated in previous communique. Collaboration should be done via teleconference and software. Professional Development may be assigned.
Custodial, Grounds, Maintenance, Site Technology	All Custodial, Grounds, Maintenance, and Technology staff shall report to their assigned work locations following their designated or modified work scheduled, and perform designated assignments. Custodians will be working a modified summer work schedule designed to provide coverage where needed. Assignments will include deep cleaning, touch-up painting, repairs and other summer type work.
Transportation	All Transportation Department staff shall report to their assigned location to deep clean district vehicles, buses and other duties as given.
Food Services	All Food Services staff shall report to the site assigned by the Food Services Director on assigned days. On other days not at a site, professional development will be assigned.
Classified Staff	All Other Classified Staff (including Instructional Aides, Campus Security, Preschool Aides, After School Staff and Health Aides etc.) will work from home or at a school site if assigned, and complete professional development as assigned. Employees may be called in to assist with deep cleaning, supervision and other needs as assigned.
Family Ed. Center	FEC Staff work remotely with clients as assigned and work regularly scheduled contracted hours. Professional Development may also be assigned.

Timesheet Staff	Before School Staff, AVID Tutors, Babysitters, Temp staff, Substitutes, etc. are not contracted staff and are not to report to work. Therefore we suggest you seek unemployment assistance with the EDD.
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**Prior to Reporting for Work**

The most significant reason for the State of Emergency is that each of us has a duty to “shelter in place” to prevent the spread of the Coronavirus. Those individuals, who are called in to work, including office staff as well as food service workers, must take a moment to ask themselves the following;

- Do I have a personnel health concern that places me in a high-risk category for susceptibility to the Coronavirus?
- Do I have a fever?
- Do I have a cough?
- Am I having difficulty breathing or showing signs of respiratory distress?
- Have I knowingly been exposed to anyone who has the above symptoms or is self-isolating due to their exposure to the Coronavirus?
- Have I traveled outside my home county within the last two weeks?

If you have an affirmative answer to any of the above questions, you should notify your supervisor and call the Personnel Department for further guidance and enter an absence in Aesop based on what Personnel advises. Note that some documentation may be required.

**Professional Development**

Both certificated and classified staff may be assigned to complete Professional Development assignments. Progress on these assignments will be monitored. This work is to be completed during your regular work day and hours. There is no additional compensation. The professional development being assigned is designed to assist you in building your skill and knowledge level and to enhance our ability to serve the community.

**Payroll**

Your salary, including stipends for supplemental contracts, will continue as normal for all contracted employees. Timesheet employees will need to seek unemployment assistance from EDD. **Be sure that the Personnel and Business offices have your current contact information.**

**Leaves**

Leaves continue to follow established procedures. Refer to your bargaining unit’s contract which can be found on the District website under the Personnel Department tab. There have been additional leaves made temporarily available due to COVID-19. **If you have a COVID-19 health or related issue, contact the Personnel Department for guidance (559-528-4763; Pabely Rodriguez, [PRodriguez@cojUSD.org](mailto:PRodriguez@cojUSD.org); Evelyn Galvan, [EGalvan@cojUSD.org](mailto:EGalvan@cojUSD.org)).** Please be aware that the amount of COVID-19 leave is limited and subject to documentation.

**A notice of Employee Rights regarding the Families First Act (HR 6201) has been emailed to your district email account and is posted on the district website.**

Regular self-illness or care of sick family member	You must use both current year and accumulated sick leave. You may also use FMLA / CFRA which runs concurrently with your sick leave. You may be entitled to sub-differential paid leave after you sick leave is exhausted. If you have District insurance and are sick, you may access MD Live, the flyer is on the district website <a href="http://www.cojused.org/Business/Employee-Health-Benefits/index.html">http://www.cojused.org/Business/Employee-Health-Benefits/index.html</a>
Other Leaves such as Vacation, Bereavement, Etc.	Regular contract provisions remain the same.
Kin Care (Childcare) Leave	Conditions vary. You may be entitled to kin care leave and it which may paid, unpaid or both. If you need to stay home for childcare purposes, you may need to utilize your PN, or Vacation leave. You may also be entitled to leaves under HR 6201. <b><u>YOU MAY NOT BRING YOUR CHILDREN TO WORK.</u></b> Contact Personnel for assistance.
Doctor Imposed Quarantine	You must provide a Doctor's note stating the ordered quarantine and the length. This must be forwarded to Personnel ASAP. You may be entitled to leave under HR 6201.
Self-Quarantine	You must use P/N or Vacation Leave. You may use FMLA / CFRA which is unpaid leave up to 12 weeks. Depending on the circumstances, you may be entitled to leave under HR 6201. Contact Personnel ASAP.
Any COVID-19 related leave question	Contact Personnel. 559-528-4763; Pabely Rodriguez, <a href="mailto:PRodriguez@cojused.org">PRodriguez@cojused.org</a> ; Evelyn Galvan, <a href="mailto:EGalvan@cojused.org">EGalvan@cojused.org</a>

As we progress through this unique period in time, the one thing that is certain is that things will change. Laws may change and certainly the directions from the CDC and Governor's office will change as we return to more normal conditions. Be sure to contact the Personnel Department with any questions you may have about your unique circumstances.