



Carroll County Schools
Expectations of Classified Staff During School Closures
March 26, 2020

The purpose of this document is to provide clarification to classified staff and their supervisors as to Carroll County School's expectations during this time of school closure. First and foremost, it is imperative that you know the health and well-being of our employees and our students is paramount. The provisions we have put in place, as outlined below, were made with that in mind.

At this time, we are unsure of the date Carroll County Schools will open our school buildings and resume "normal operation". While we intend to give you the greatest degree of advanced notice, all staff members are expected to be prepared and responsive to whatever date we can return to "normal" work. **These expectations will remain in effect through April 24, 2020. We will make any needed adjustments past this date depending on our circumstances and guidance from the federal, state and local governments.**

While school buildings and district offices remain closed, we expect learning to continue and be facilitated remotely; therefore there are professional expectations of all staff to support our students, their families, and colleagues to the best of their ability. **During this period all Carroll County Schools' staff will continue to receive their compensation and, as such, we expect staff to be accessible and responsive during this unprecedented time.**

During the closure, you are not required to clock in using Frontline. Classified non-exempt employees should complete the Carroll County School System TimeSheet. It has been sent to each principal for distribution and will be sent out to all classified (non-exempt) employees. Further guidance in completing timesheets is at the bottom of this document. In most cases, we are working on the honor system during this time. Below is a guide for each category of employee; however, this is not intended to be comprehensive or binding. School leaders, directors, and cabinet members may request additional professional expectations of the individuals on their teams. All employees should notify their supervisor if they need to take leave during the school closure time Regular overtime procedures remain in place. No employee should work overtime unless pre-approved by their immediate supervisor.

All staff members should be intentional regarding the need for "social distancing". Vulnerable populations are people 60 years old and older, and people with health conditions such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems. Vulnerable populations should limit outings and avoid people who are sick. All employees should adhere to local government ordinances as it pertains to group gatherings.

Employee Category	Professional Expectations
Paraprofessionals	It is expected that paraprofessionals will work from home as much as possible but remain available to report if needed. They should monitor email, respond to requests from their administrators and collaborating teachers as well as support students using relevant online instructional resources from 9:00 to 2:00 (Monday-Friday). Staff should also engage in planning and online professional learning opportunities as needed or requested. Paraprofessionals should notify their administration if they are not able to regularly access a computer/internet or are unavailable to support their collaborating teacher during the school closure (Monday-Friday). A paraprofessional's decision to report to work should be made after consideration of family circumstances, personal health, and school needs.
School Office Staff	It is expected that school office staff work from home as much as possible but remain available to report if needed. They should monitor email and respond to requests from administrators from 9:00 to 2:00 (Monday-Friday). Staff should assist the principal with outgoing and incoming school phone messages and mail, as requested. Staff should engage in planning and online professional learning opportunities as needed or requested. Staff should notify their principal if they are not able to regularly access a computer/internet or are unavailable to support their administration during the school closure period. A school office staff member's decision to report to work should be made after consideration of family circumstances, personal health, and school needs.
Maintenance Staff	It is expected that maintenance staff will be available and responsive as needed to address maintenance issues as directed by Mike Beers. They should regularly monitor email and cell phones and respond to requests from principals or district administrators Monday through Friday. They should communicate directly with Mr. Beers if they are unavailable to complete the above professional expectations (due to illness or otherwise). A maintenance staff member's decision to report to work should be made after consideration of family circumstances, personal health, and district needs.
Nutrition Staff	It is expected that school nutrition staff will be available to report if needed as directed by Bridget Cross. Staff should monitor email and cell phones and respond to requests from principals or district office administrators. There is a plan to provide meals to our students and nutrition staff will be expected to assist. Staff should engage in planning and online professional learning opportunities as needed or requested. Staff should communicate directly with their supervisor if they are unavailable to complete the above professional expectations (due to illness or otherwise). A nutrition staff member's decision to report to work should be made after consideration of family circumstances, personal health, and meal delivery needs.
Transportation Staff	It is expected that transportation staff will be available and responsive if needed as directed by Bruce Tidaback. They should regularly monitor email and cell phones; respond to requests from Mr. Tidaback, Mr. Bissell, or district office administrators Monday through Friday. Drivers are expected to maintain assigned vehicles during this time. They are expected to make every effort to assist with meal deliveries if you are not in the high-risk population. They should communicate directly with Mr. Tidaback if they are unavailable to complete the above professional expectations (due to illness or otherwise). A bus driver's decision to report to work should be made after consideration of family circumstances, personal health, and transportation needs.

<p>Nurses</p>	<p>It is expected that nurses will work from home and be available if needed upon the request of Beverly Kirk, Leigh Robinson or the school principal. Nurses should monitor email and respond to requests from principals or district office administrators Monday through Friday. Nurses should respond to requests from families within 24 hours (Monday-Friday). Nurses should initiate contact with students and/or their parents who are seen in the health office routinely and document such communication in Infinite Campus. They should engage in available online professional learning opportunities, as needed or requested and communicate directly with the supervising administrator if unavailable to complete the above professional expectations (due to illness or otherwise). A nurses' decision to report to work should be made after consideration of family circumstances, personal health, and district needs.</p>
<p>Technology Staff</p>	<p>It is expected that technology staff will work from home and be available as needed upon the request of Josh Bingham or the school principal. They are to monitor their email and cell phone and respond to requests from their principals or district administrators within 24 hours (Monday-Friday). They should monitor technology needs and be available, as requested, for preparation and distribution of technology to support Carroll County School's continuity of distance learning plan. Technology staff will communicate directly with Josh Bingham if they are unavailable to complete the above professional expectations (due to illness or otherwise). A technology staff member's decision to report to work should be made after consideration of family circumstances, personal health, and technology needs.</p>
<p>District Office Support Staff</p>	<p>District office staff are expected to work from home and report to the office as needed for specific tasks relative to their responsibilities. They are to monitor email and respond to requests from their supervisor and CCSS staff between the hours of 9:00 and 2:00 (Monday-Friday). They should also engage in planning activities and monitor their office phone to answer voicemails as needed. Robin Spence and Tracy Harris will check the CCSS main number voicemail and website daily and send email messages to the appropriate individuals. Robin Spence or Tracy Harris will pick up and distribute mail twice each week. Staff should communicate directly with their supervisor if they are unavailable to complete the above professional expectations (due to illness or otherwise). District Office Support Staff member's decision to report to work should be made after consideration of family circumstances, personal health, and district needs.</p>
<p>Other</p>	<p>If your employee category is not specifically listed, please consult with your immediate supervisor regarding professional expectations.</p>

TimeSheet Information for March 16 through April 12

- Using the time categories below, all classified / non-exempt employees will complete the paper timesheet and submit it to their immediate Supervisor on **Monday, April 13**. Supervisor or designee may complete timesheets on behalf of the employee by phone or email (please initial timesheet in the space provided).
- In/Out times are not required. Record the number of hours for each category in the applicable column on the corresponding day of week.
- Supervisors should submit collected timesheets to Amy L. Collins in the HR Department.

TimeSheet Information for April 13 through April 24

- Using the time categories below, all classified / non-exempt employees will complete the paper timesheet and submit it to their immediate Supervisor on **Monday, April 27**. Supervisor or designee may complete timesheets on behalf of the employee by phone or email (please initial timesheet in the space provided).
- In/Out times are not required. Record the number of hours for each category in the applicable column on the corresponding day of week.
- Supervisors should submit collected timesheets to Amy L. Collins in the HR Department.

Definition of Time Categories for Time Sheet:

- **Working Remote** - performing daily duties to best ability from an off-site location
- **Working On-Site** - performing daily duties on district property
- **Standby** - Available to be called to work remote or on-site, if needed
- **Sick** - Not available for working remote, on-site or standby due to sickness
- **COVID-19 Sick** - Not available for working remote, on-site or standby due to COVID-19
- **Vacation** - Not available for working remote, on-site or standby
- **Personal** - Not available for working remote, on-site or standby
- **Holiday/Break** - District is closed. No one is scheduled to work during this time.