

Expectations of Highline School District Staff During COVID-19 Closures  
(As modified by Sandy Hunt to focus on expectations for HEA members only.)

Steve Grubb, Chief Talent Officer

**March 17, 2020**

Last week, we issued a memo outlining expectations for staff through March 20. The expectation remains that staff will continue to work, though specific duties and worksites may vary over the coming weeks. Additionally, all staff may be called upon to support the emerging needs of our community and families, as this crisis is both dynamic and unprecedented.

Beginning at noon, March 17, all sites will be closed to the public for the remainder of the week. Essential business operations will, to the extent possible, be completed remotely.

This memo outlines our expectations beginning March 23, 2020. In our previous guidance, we distinguished between essential and non-essential personnel. Here you'll find guidance and expectations by workgroup. Together, we can ensure continuation of the services our families depend on, such as school meals, student access to learning, and childcare for our first responders and healthcare workers.

In order to remain well informed regarding changing assignments and expectations, please adhere to the following district-wide expectations for all. We will provide weekly updates via email and on the [Staff Hub](#); please read your email daily to remain up to date on this changing situation. *If employees are unable to engage in the work expectations as outlined below, instructions regarding leaves are at the close of this memo.*

**All permanent staff are expected to:**

- Check and respond to email, at least twice daily
- Be available for phone calls during typical working hours
- Follow departmental guidance and expectations

**Expectations of Staff by Workgroup**

As permanent staff will be paid during school closure, there will be expectations for continued professional duties and responsibilities.

**HEA - Certificated Teachers and ESAs under Contract While working remotely HEA represented will:**

- Participate in a weekly virtual staff meeting if necessary. A minimum of 24 hours' notice will be provided for scheduled staff meetings.
- Be available for virtual collaboration, professional learning, and development of student materials during typical prearranged hours. A minimum of 24 hours' notice will be provided for any required scheduled online collaboration, training, or professional development. Mutually agreed upon times may occur at the will of the group.
- Engage in a combination of self-directed, building-directed and central office-directed work. The following kinds of work are not an exhaustive list.
  - ✓ collaborative team time for planning (e.g., program, department, grade, unit and course level)
  - ✓ professional development opportunities via online learning modes and optional virtual book/study groups
  - ✓ development of practice materials for students
- Educators will be provided with training, materials, and/or support on all required service platforms needed to complete work assignments. This will include both self-accessed online support and remote access to a support technician.
- Teaching, Learning and Leadership will be communicating updates directly to all certificated instructional staff, including detailed expectations for remote work.
- In the unlikely event that you will be requested to report to a district site for something like picking up needed materials/resources, be available to do so within 72 hours of the request.

***HEA and HPS will continue to engage in weekly collaboration and problem-solving related to professional responsibilities during the closure.***

### **Substitutes**

Substitute certificated and substitute classified employees are *not* permanent staff. All long term assignments are suspended until further notice. Daily assignments will not be available until further notice. Based on guidance from the Employment Security Department, substitutes may be eligible for unemployment benefits if they meet the following criteria;

- Has worked at least **680 hours** during the period of:
  - ✓ **October 1, 2018 to September 30, 2019 or**
  - ✓ **January 1, 2019 to December 31, 2019 or**
  - ✓ **combined 680 hours across state lines between the timeframes above**

***For more information or to apply see <https://esd.wa.gov/unemployment>***

### **Use of Leave**

For employees unable to follow the expectations outlined above, the appropriate leave must be utilized.

- **Sick Leave** *available to all staff, based upon individual accrual balance*
- **Vacation Leave** *available to classified and administrative staff, based upon individual accrual balance. Beginning March 23 thru the closure period.*
- **UnPaid Leave/Docked Pay (all types)** *available to all staff after other leave has been exhausted. Beginning March 23 thru the closure period, unpaid leave requests will be approved.*
- **Paid Family Medical Leave** *employees caring for ill family members may be eligible for paid family medical leave. For more information see [www.paidleave.wa.gov](http://www.paidleave.wa.gov)*

To utilize sick leave, email your supervisor, office manager/timekeeper, and if applicable enter into the absence management system.

To apply to use vacation or unpaid leave, please email [human.resources@highlineschools.org](mailto:human.resources@highlineschools.org) with your name, request type and applicable dates.

### **Questions?**

If you have questions, ask your supervisor or contact Human Resources:

- **HEA related:** Chris Larsen ([Christina.Larsen@highlineschools.org](mailto:Christina.Larsen@highlineschools.org)) or Steve Grubb ([Steve.Grubb@highlineschools.org](mailto:Steve.Grubb@highlineschools.org))
- **Classified:** Chris Larsen ([Christina.Larsen@highlineschools.org](mailto:Christina.Larsen@highlineschools.org)) or Steve Grubb ([Steve.Grubb@highlineschools.org](mailto:Steve.Grubb@highlineschools.org))
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