



PLAINFIELD PUBLIC SCHOOL DISTRICT WORK-FROM-HOME PROTOCOLS

Please review the information below relative to ALL employees.

1. Additional information pertaining to your employment category is also noted.
2. When *Work-From-Home* protocols go into effect, detailed instructions will also be posted on the school and district websites.
3. **Please note, at any given time a staff member may be asked to report to The District at the direction of the Superintendent of Schools or designee.**
4. It is Superintendent's expectation that staff continue to work while at home.
 - a. If you are unable to work at home virtually, please reach out to your direct supervisor and an accommodation will be made for you at one of our district buildings.
 - b. If you are unable to work virtually or at a site, please input your sick, personal* or vacation* day in AESOP. COVID absence does not apply for employees working from home/remote locations.**
 - c. If your supervisor does not see evidence of your working from home, the leave will be documented in AESOP by your supervisor.

***NOTE: If you have a previously approved personal/vacation day, you may still use it, please ensure it is in the system.**
5. In the event that you are engaged in any form of digital learning (i.e., google classroom for select buildings) while the school building is closed, please be reminded of and adhere to all district policies located on the District's website: Board of Education Policy Manual.

Payroll Dates

1. Scheduled payroll dates during a closing will continue as usual.
2. Per-diem and long-term substitute teachers without contracts will not be remunerated during the school closure.

Direct Deposit

1. Contractual employees who *currently* participate in Direct Deposit, will continue to receive their payroll stub and funds electronically.
2. *Live-checks will be distributed from the main office of Plainfield High School on designated pay days between 10:00 am to 12:00 pm. Please be on time.*
3. *Checks that are not picked up by 12:00 pm will be mailed.*
4. *Payroll verification has been postponed.*

EXPECTATIONS FOR EACH OF THE FOLLOWING STAKEHOLDERS DURING WORK-FROM-HOME PROTOCOLS

Building Administration—during your scheduled work day:

1. Directors, Principals, and Supervisors are expected to assist in the daily operation of all aspects of school operations as determined by the Superintendent of Schools.
 - The District should not receive any messages via social media and/or Let's Talk that parents/guardians are unable to reach a teacher and/or administrator.
2. Support staff and clerical staff may be asked to report and assist in emergency functions as deemed necessary by the Superintendent of Schools.
3. It is the expectation of the Superintendent that all required training, e.g., Safe Schools Trainings, are completed by all employees upon official reopening of school/district offices.
4. Virtual and/or Onsite administrative meetings may be necessary and will be determined by the Superintendent of Schools. Please ensure your district devices are readily accessible.

Central Office Staff (Business, HR, C&I, Special Services and Technology)—during your scheduled work day:

1. Monitor, read and respond to email daily.
2. Monitor and respond to voicemail daily.
3. Communicate and route any questions or concerns to their department leader as necessary.
4. Federal, State and Local reporting requirements must be maintained.

Remote Learning for Teachers—during your scheduled work day:

1. Sign in and out of work via email with administration.
2. Teachers will be available to administrators and parents during the workday.
3. Teachers will be available for virtual calls and or meetings.
4. All emails from students, parents, and staff are to be responded to within a 24-hour timeframe during normal working hours.
 - The District should not receive any messages via social media and/or Let's Talk that parents/guardians are unable to reach a teacher and/or administrator.
5. Teachers will work on lesson plans and gradebooks while work-from-home protocols are in effect.
6. Complete mandated training of Safe Schools module. It is the expectation of the Superintendent that all required trainings are completed upon return.
7. **Any teacher may be assigned additional tasks as per building principal/supervisor.**

Remote Learning in Student Services—during your scheduled work day:

Full-Time RTI Teachers: Create RTI lesson plan units for each grade level to complement existing ELA and Math curriculum (specific units assigned).

School Social Workers/SBYS—during your scheduled work day:

1. School Social Workers (supported by SBYS at MMS, HMS and PHS) will be assigned a caseload of responsibility.
2. Social workers will contact families via email/text or phone to inquire about health, academic and inquire about any additional needs.

Guidance Counselors—during your scheduled work day:

1. Plan to input all student class requests for the 2020-2021 school year.
2. Complete all tasks as assigned by Student Services and Building Administration.

CST/SLS—during your scheduled work day:

1. Plan to complete IEPs/Annual reviews via Hangouts.
2. Contact all teachers via email to request PLAAFP and Progress Reports for all students. PLAAFP should be completed at this moment in time regardless of annual review date.

Nurses—during your scheduled work day:

1. Update all health logs.
2. Collaborate with social workers to support families in need.

Special Ed. Teachers—during your scheduled work day:

1. Prepare lesson plans.
2. Write PLAAFPs (Gen. Ed. teachers will be asked for their contributions).
3. Complete Progress Reports.
4. Participate in meetings via teleconference (Gen Ed teachers as well).

Secretarial Staff—during your scheduled work day:

1. Complete any tasks requested by their direct supervisor.
2. Monitor, read and respond to email daily.
3. Monitor and respond to voicemail daily (instructions provide on website).
4. Continue working on scheduled assignments.
5. Communicate and route any questions or concerns to their building Principal or department leader as necessary.

Custodial and Maintenance Staff—during your scheduled work day:

1. Follow the directives of the Supervisor of Buildings and Grounds to ensure all essential district functions are completed.
2. Please ensure that you are readily available when contacted at home or via cell phone.