

COVID-19 Procedures for SUSD Staff

According to Arizona Department of Education guidelines published March 12, 2020, entitled *Pandemic Preparedness*, “During a pandemic or similar public health emergency, essential business functions will need to be identified and continued. Schools should identify positions, skills, and personnel needed to continue essential functions and services that need to continue with little or no disruption. This process should include the identification of:

- Essential functions by position and lines of authority and succession for making policy determinations and decisions;
- Functions and services that can be conducted through use of alternate work arrangements;
- Protocol for adjusting staffing to maintain essential functions;
- Vital files, records, and databases that must be maintained and/or available for staff use;
- Essential contracts, support services, and other interdependencies that must, may, or cannot be continued; and
- Critical supplies and the impact of limited access to those supplies”

Essential Functions

The District has identified the following essential functions and services that need to continue with little or no disruption: sanitation of surfaces in facilities, distribution of meals, maintaining safe, clean and orderly environments, payroll, benefits, HR, and IT services, and continuation of learning opportunities.

Essential Staff

On March 23, 2020, Governor Ducey declared in his Executive Order that Education Institutions, including K-12 public schools are an ‘Essential Service’ in Arizona. As a result, some staff members will be required to perform essential functions in support of this order. Those who are identified and able, are to report to their designated work sites and follow supervisors’ direction in order to provide critical services to our community. Essential staff may include the following departments: Nutritional Services, Warehouse, Maintenance and Operations, Transportation, Business Services and Technology. Should the need arise, the Administration may deem staff from other departments as “essential” in order to continue critical functions.

Those who report to District worksites will be required to follow the Center for Disease Control (CDC) guidelines that includes maintaining a distance of at least six feet of distance between themselves and other workers. No employee may report to work if they are ill.

- Exempt Employees who have been designated “Essential” by their supervisor MAY include: Any Salaried Employee.
 - Those who are able, are to report to their designated work sites and follow supervisor directives in order to provide critical services to our community.
 - Your supervisor will direct your work responsibilities.
 - Pay will continue uninterrupted.
 - If you are unable to work, notify your supervisor and follow typical absence reporting procedures.

- Hourly Employees who have been designated “Essential” by their supervisor MAY include: Warehouse Staff, Food Service Workers and Managers, Building Service Employees, Transportation Staff, and IT.
 - Those who are able, are to report to their designated work sites and follow supervisor direction in order to provide critical services to our community.
 - Log your work time into Time Clock Plus (TPC) as normal.
 - Your regular hourly pay will continue uninterrupted.
 - Your supervisor will direct your work responsibilities.
 - If you are unable to work, notify your supervisor and follow typical absence reporting procedures.

Non-Essential Staff

- Exempt Employees (salaried employees) designated “non-essential”
 - You are assigned to an alternative work location (such as ‘home’).
 - Your supervisor will direct your work responsibilities.
 - You must remain available to work.
 - Pay will continue uninterrupted.
 - If you are unable to work, notify your supervisor and follow typical absence reporting procedures.

- Non- Exempt (Hourly Employees) designated “non-essential”
 - You are assigned to an alternative work location (such as ‘home’).
 - Your supervisor will direct your work responsibilities.
 - You must remain available to work during your regular work hours.
 - You must be prepared to validate your daily work with your supervisor each week. This will include start and end times of your regular hours.
 - You may not work overtime hours unless you have prior written permission from your supervisor.
 - Pay will continue uninterrupted.
 - If you are unable to work, notify your supervisor and follow typical absence reporting procedures.

Request for Leave/Extended Leave

If you are unable to work for an extended period of time due to a qualifying reason related to COVID-19 please use the following information and form to request a leave. All leaves should be sent to your supervisor who then send the information to Alexandra Escalante, Human Resources Specialist.

US Department of Labor Leave Entitlements - this form includes qualifying reasons for leave related to COVID-19 and eligibility requirements.

[FFCRA Poster](#)

US Department of Labor fact sheet for employees-

[Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

SUSD Employee Request for Leave Under FFCRA Form-

Leave form available upon request from your supervisor.

This situation remains highly fluid and may change from week-to-week. We will be monitoring the situation closely and as changes occur we will communicate with you immediately.