



March 27, 2020

Hello, Scottsdale Unified Employees!

Here is today's daily briefing from the Scottsdale Unified School District Office. Be sure to visit [www.susd.org/COVID19](http://www.susd.org/COVID19) for all of the latest information.

### **Frequency of Communication**

Up to this point, SUSD has provided daily communication, which includes an established website containing all updates. Going forward, our communication will become weekly, on Fridays, unless we have new information or breaking news.

### **Help Desk Weekend Hours**

We are here to support you! The Scottsdale Unified School District Information Technology Help Desk will be open to assist parents, teachers & students this weekend on Saturday, March 28 and Sunday, March 29 from 9 a.m. to 5 p.m. To access this help desk assistance, call 480-484-4357.

### **For All Employees, Effective Monday, March 30, 2020**

Governor Ducey signed the HB 2910 legislation today at 11 a.m. This means that the legislation we have been following as a guideline is now State law. Rules for employees are effective as of Monday, March 30, 2020.

- Pursuant to guidance from local and national public health officials, the District is committed to making every effort to allow employees to work remotely. Nonetheless, some essential functions cannot be performed remotely.
- Dr. Kriekard and his Cabinet will continue to work with supervisors to determine the "essential" staff in their departments and schools who will be required to report to the work site to perform those functions.
- If you are not sure whether you should work remotely or report to your work site on Monday, please contact your supervisor.
- For classified hourly staff who do not have a specific duty or task that has been assigned by your supervisor, you are expected to be "on call." On call means that you must be available during your regular work hours to respond to email, phone calls, or be assigned a duty by your supervisor.

### ***What if an employee is on leave, sick, or wants to take time off?***

Employees who are unavailable to work or want to take time off should use the normal leave process. An employee who is unable to work remotely during the school closure for any reason should notify his/her supervisor so that appropriate leave arrangements can be initiated. Likewise, an employee who has a family member who is ill should notify his/her supervisor so that appropriate leave arrangements can be initiated.

Specific to the COVID-19 pandemic, any employee who begins exhibiting symptoms indicated for COVID 19 should immediately notify his/her supervisor and cease working at home in order to receive proper medical attention.

### **School Year Calendar**

As a reminder, the current [2019 – 2020 school year calendar](http://www.susd.org/Calendar) is online at [www.susd.org/Calendar](http://www.susd.org/Calendar). Every school home page and the District home page has an icon at the top of the page for the calendar.

### **Holidays & Recess**

Even though we are in an online environment through at least through April 10, 2020, we will still observe the holidays and recess days on the current [2019 – 2020 school year calendar](http://www.susd.org/Calendar), available at [www.susd.org/Calendar](http://www.susd.org/Calendar). The next upcoming recess day is Friday, April 10.

- Students are not expected to have any assignments due or be required to be present in their online studies on official Scottsdale Unified holidays or recess days, including April 10, 2020.
- Scottsdale Unified employees are not expected to be working or available for work on official Scottsdale Unified holidays or recess days, including April 10, 2020.

### **Student Services Newsletters**

Student Services Newsletters are available at [www.susd.org/eLearning](http://www.susd.org/eLearning) to help you. Take a look at the [March 27](#) newsletter, as well as the [March 26](#), [March 25](#), [March 24](#) and [March 23](#) editions. Spanish versions are available for [March 23](#) and [March 24](#).

### **Free Meals for Kids on Weekdays**

As a reminder, we are offering two free meals (breakfast and lunch) to all children in the community ages 1 – 18 years, every weekday, at various locations. For a complete listing of the addresses and times, please visit [www.susd.org/Meals](http://www.susd.org/Meals).

### **Scottsdale Unified In the News**

Just in case you missed it, yesterday, one of our fine Chaparral High School teachers, Ms. Mia Itri, was featured in a live segment on Fox 10 with anchor Troy Hayden. Check out the video here: <https://app.box.com/s/ir098en6ttipjtx4zbaetu3goie21o7r/file/640979142320>

Thank you for your support!

Scottsdale Unified School District Cabinet