



TO: All Staff
FROM: Scott Garner, Assistant Superintendent
DATE: March 20, 2020
RE: Work Assignments/Expectations Beginning March 30, 2020

As we continue to monitor the on-going public health emergency that closed schools due to COVID-19, the School District of Janesville buildings will remain closed to students until the Governor issues an order rescinding the emergency. As such, we are putting into place a modified emergency closing protocol for staff at this time. Staff should follow this protocol to maintain their district compensation.

All hourly staff have the ability to work their regularly assigned number of hours at their regular rate of pay during the closure. For example, if you normally work 5 hours per day, you have the ability to continue to do so and will be paid your normal hourly rate. Assignments are below. **Please note, if you choose not to work, you may be electing to forfeit your ability to earn pay from the district.**

With the exception of some Food Service employees who are assisting with community “grab-n-go” sites, staff will follow their regular employee calendar for the week of Spring Break as normal. For most staff, this is a non-work/non-paid week, the same as prior school years.

Beginning March 30, staff should:

District Drivers - should not report to work unless contacted by their supervisor.

Food Service Staff - report to work as assigned by their supervisor.

Custodial/Maintenance Staff – All Full and Part-Time staff should report to work as normal unless otherwise notified by their supervising administrator or manager.

Administrators/Department Managers – Should report to work and/or work remotely as needed.

Certified Staff - Should report to their building on **March 31, by 8:00 AM**. (Additional information will be sent on Monday, March 23, 2020, with more details).

Principal’s and Assistant Principal’s Administrative Assistants - Should report to work and/or work remotely as needed.

ESC and all Full-Year Staff - Report to work and/or work remotely as assigned by their supervisor.

All other School Year Administrative Assistants, Clerks and Paraprofessionals (including Bus Paras) - Should report to their building on **March 31, by 8:00 AM**. (Additional information will be sent on Monday, March 23, 2020, with more details). Assignments for these positions, to the extent possible, will be created by the building principal/designee. Those who are not assigned duties by

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their principal will be offered options of work in a variety of other areas. Principals will notify the Human Resource Department if they have staff who are not assigned to positions. Those staff should contact the HR office at 608-743-5024 or 608-743-5026 for their assignment.

Substitute Employees – All substitute employees should not report to work. The only exception would be substitute teachers who are currently in a long-term assignment **and** are the teacher of record for that long-term assignment. Those in this type of assignment were contacted by the Human Resource Department and will continue to work as the classroom teacher (Certified Staff) for the duration of their long-term assignment.

Spring Coaches - As the Spring Athletic Season is postponed, Spring coaches will not be paid at this time. Track coaches did work for one week and will be compensated for that time.

We ask that all staff watch this video and follow the recommendations provided when working from home or in the district.

[How to protect yourself against COVID-19](#) (video)

[How to Protect Yourself - COVID-19 \(CDC\) Website](#)