

FALL RIVER PUBLIC SCHOOLS

"The Scholarship City"

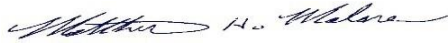
417 Rock Street, Fall River, MA 02720

Matthew H. Malone, Ph.D., Superintendent

MEMORANDUM

To: Fall River Public Schools Employees

From: Matthew H. Malone, Ph.D., Superintendent of Schools

Date: March 23, 2020 

Re: Critical Essential Operations

As of March 24, 2020, in response to the current COVID-19 crisis, and in consideration of current Governor Baker advisory directives, the Fall River Public Schools will be moving to "CRITICAL ESSENTIAL OPERATIONS" status. Effective tomorrow, only mission critical employees will report to work, all others, in communication with their supervisors, will work from home. Our current mission is three-fold, providing the following:

1. Continuity of learning for students while at home during closure.
2. Meals for Fall River students during closure.
3. Operational support to achieve goals 1 and 2 including cleaning, security, and business ops.

Employees needed to accomplish our current mission have been designated as "Critical Essential Employees". Said employees will be contacted by their supervisors to provide logistical details regarding work expectations. Beginning March 24, 2020, district offices at Central Administration will be operating on a modified schedule from 9:00 am to 2:00 pm Mon-Fri.

As we move to a new modified work schedule, I ask employees to maintain contact with their supervisors and vice versa to ensure open communication. The following work expectations will be in place March 24, 2020 – April 7, 2020. If the timeline for school closure is extended, I will communicate new information at that time.

Teachers and Administrators:

- Will be responsible for assignments according to the negotiated agreement. Contact your union representative with any questions.
- Follow work times or **expectations** and coordinate access to the extent possible.
- Check email regularly, and communicate in a timely manner.

Non Union Employees: (SNON)

- Check with principal/supervisors/work as directed from home, to the extent possible.
- Check email regularly, and communicate in a timely manner.
- On-Call as needed for district operations

Clerical employees, including Grant Clerks:

- Will be responsible to report on the schedule as modified by their supervisor.
- Can be allowed to work from home to the extent possible
- Work onsite (follow the schedule as modified by their supervisor.)
- If unable to report, may use available accruals (Sick/Vac. / PBD) IF AVAILABLE

Paraprofessionals, including Grant Para's:

- Will be completing the available Professional development online to the extent possible. Those employees not able to complete should communicate with their supervisor.

Custodians/ Maintenance / Full-Time Security

- Report for work as scheduled, following regular schedule unless modified by supervisor.
- If unable to report, may use available accruals (Sick/Vac. / PBD) IF AVAILABLE
- Check email/phone messages regularly, and communicate in a timely manner.

Nutrition Department staff: Full-time Employees

- Report for work as scheduled, following regular schedule or as modified by supervisor.
- If unable to report, may use available accruals (Sick/Vac. / PBD) IF AVAILABLE
- Report as scheduled to location directed by supervisor/ or use accrued time

Nutrition Department: Part-Time Employees

- Part Time cafeteria should file an unemployment claim.
- Check email/phone messages regularly, and communicate in a timely manner

Subs and part-time employees: (SUB Teachers / Safety Officers) (Do Not Report)

- Open a claim, unemployment services will determine eligibility.
- Part Time Safety Officers/Substitute- file for unemployment as soon as possible.

All critical essential personnel are also reminded of the following:

- Please do not report to work if ill.
- Maintain appropriate social distancing (at least 6-ft) in the workplace.
- Let your principal/supervisor know if there are circumstances such as childcare or caring for an extended family member that may require flexibility.
- Share concerns, we will be human in solving problems and supporting each other.

If you have specific employee/employer questions, please contact Human Resources or your bargaining unit representative. Your supervisor is also readily able and willing to respond to any questions that you may have. I would like to thank all employees who have continued to serve the students, staff and community under these challenging and perpetually changing conditions. The district will continue to revise our response levels as conditions warrant and further advisory guidance is provided in the days and weeks ahead. It is important to know that there is no “script” for the extraordinary events we find ourselves in. Your flexibility and patience is appreciated. We will continue to work together and communicate as best we can in a timely and transparent manner. Be safe and take care of one another, always.

MHM/ps