



SPALC AND TALC CONTRACT NEGOTIATIONS FY20 (2019-2020 SCHOOL YEAR) JOINT COMMUNICATION

March 23, 2020 – 7:30 p.m. – Joint Communication #5

SPALC, TALC, and District leadership teams discussed implementation of contingency plans for the District's response to the Coronavirus (COVID-19) pandemic. Plan development is ongoing and rapidly change. Your patience is appreciated.

As stated in the SPALC and TALC Contracts, the District uses multiple means of communication to ensure that all employees are provided up to date information on emergency situation. District email, School Messenger, the District website, and, if necessary, radio and television communication will be used to ensure that all employees receive adequate notice of changes as they occur.

Employees are encouraged to ensure they have updated their personal contact information in [PeopleSoft](#). Employees may contact the Help Desk for assistance by visiting help.leeschools.net or by calling (239) 337-8221.

SPALC, TALC, and the District would like to again reassure all employees that they will continue to be paid during the emergency closure of schools, which was mandated by the Florida Department of Education (FL DOE) and is anticipated to last until at least April 15, 2020.

FL DOE has informed that their goal at this time is to complete the school year on time, as scheduled. Health, safety, and welfare of students and employees are of paramount importance. Campus closures may be in place, however learning will continue as a result of the Academic Continuity Plan.

SPALC and TALC have provided input on implementation of the Academic Continuity Plan. In response to concerns about General Employment Practices, the following clarification and guidance is being provided:

Contract Status and Reappointment

Timelines for school or site-based administrators to submit reappointment recommendations have not been waived. The parties are interested in the timely reappointment of employees and do not plan to delay School Board approval of employee reappointment.



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Transfer

In order to ensure the correct and proper operations of the District, transfer of employees from one school or worksite to another will continue as planned, however effective dates may be impacted by school closures. Standard procedures for voluntary and involuntary transfer will apply.

Assignment of Duties

The District maintains job descriptions that contain as much information as possible regarding the essential functions of each position. Assigned duties do not need to be specifically described and any omission does not preclude the required performance of all assigned duties that are job related.

Changes in assigned duties may be required at times. Employees shall be provided the rationale for any changes in assigned duties, which in the immediate case are a direct result of the District's efforts to ensure public health, safety, and welfare in response to the Coronavirus (COVID-19) pandemic.

Employees may request support and assistance they believe is necessary for them to successfully perform their assigned duties. Requests shall be made to an employee's immediate supervisor. School or site-based administrators shall consider and respond to these requests as they see fit. Guidelines for working remote will be provided to employees, as needed.

Employment Opportunities

In order to ensure the correct and proper operations of the District, advertising of employment opportunities will continue as planned, however start dates may be impacted by school closures. Standard procedures for advertising and applying for vacant positions will apply.

Americans with Disabilities Act (ADA)

Employees may request reasonable accommodations for disabilities that impair their ability to perform their assigned duties. Medical documentation is required and standard procedures for requesting ADA Accommodations apply. More information is available on [the Americans with Disabilities Act \(ADA\) page on the District website](#).

Worker's Compensation

Employees are encouraged to take appropriate precautions to ensure the safety of themselves and others while performing their assigned duties. Standard procedures for submitting a Notice of Injury (NOI) will apply. More information is available on [the Workers' Compensation page on the District website](#).



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Due to the unprecedented nature of this situation, SPALC, TALC, and the District, are taking active measures to address employee concerns as they arise. Additional Joint Communications are being developed to address concerns related to Working Conditions, Work Schedule, Performance Evaluation, and other areas addressed by the SPALC and TALC Contracts. These Joint Communications will be released in concert with other updates by the District. Additional MOUs will be executed, if necessary, in order to ensure that the interests of all parties are met.

The District continues to act upon the guidance of FL DOE and emergency and health officials, including the Centers for Diseases Control (CDC), and will continue to share information as available. Additional updates will be made available on www.leeschools.net and www.islandcoastfea.org.

Thank you again for everything that you do to support the students of Lee County!