



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

## March 24, 2020 – 6:00 p.m. – Joint Communication #6

SPALC, TALC, and District leadership teams met this afternoon to discuss implementation of contingency plans for the District's response to the Coronavirus (COVID-19) pandemic. Plan development is ongoing and rapidly changing. 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](http://help.leeschools.net) or by calling (239) 337-8221.

SPALC, TALC, and the District would like to 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. Instructional staff working remotely are expected to sign-in electronically using Lee Clock, but are not required to sign-in at a designated time during the work day. Support staff are expected to continue to use [Lee Clock](#).

In response to concerns about Working Conditions, the following clarification and guidance is being provided:



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## Physical Facilities

Adequate, clean, safe, and sanitary working conditions shall be provided for all employees. Employees will not be required to work in conditions that are not safe or secure, or be required perform tasks which endanger health and safety.

Given the unique conditions associated with the current situation, the District has been involved in conversations with emergency and health officials. The District will continue to monitor the situation and follow the advice of experts in the appropriate fields with the ultimate goal of ensuring the health and safety of both students and employees.

Unsafe working conditions must be reported to school or site-based administrators, who will work with appropriate district departments to respond to any reports of unsafe working conditions.

SPALC employees will be provided appropriate safety equipment based upon a determination by the SPALC Labor/Management Committee. Employees who fail to use safety equipment, as directed, may be subject to discipline.

## Protection of Person

Standard procedures for student discipline referrals still apply. Employees are encouraged to notify their school-based administrators, if they are concerned about potential violations of the [Student Code of Conduct](#).

Acceptable Use Policies (AUPs) governing internet and technology access still apply and guidelines for working remote have been developed and sent to all employees via District email; see also [School Board Policy 2.20](#), [School Board Policy 2.201](#), and [School Board Policy 2.202](#).

The TALC and SPALC Contracts contain language about workplace civility, which applies to all interactions with students and colleagues. [School Board Policy 5.26](#) addresses professional standards in place for District employees and incorporates the [Principles of Professional Conduct for the Education Profession in Florida](#).



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All employees are responsible for modeling appropriate behaviors for students and encouraging good digital citizenship. Prohibitions on harassment and discrimination of individuals based on protected status exist and must be adhered to by all employees.

## **Alcohol, Tobacco, and Drug-Free Workplace**

The SPALC and TALC Contracts include language regarding Alcohol, Tobacco, and Drug-Free Workplaces. If performing assigned duties, whether on campus or off, employees may not use or be under the influence of prohibited substances. [School Board Policy 5.37](#) provides additional information about the use of illegal drugs, controlled substances, and prescription medications.

The District's [Employee Assistance Program \(EAP\)](#) provides confidential evaluation, referral, and counseling services to eligible employees and dependent members of their households.

The District encourages all employees to utilize available benefits to ensure a healthy work environment and enhanced quality of life. [ActiveLee wellness programs](#) are available for employees seeking to make healthier lifestyle choices. Program availability may be modified to ensure adherence to Centers for Disease Control (CDC) guidelines.

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 Work Schedule, Performance Evaluation, Disciplinary Procedures, and other areas addressed by the SPALC and TALC Contracts. Joint Communications will be released in concert with other updates by the District.

Additional Memorandums of Understanding (MOUs) will be executed, if necessary, in order to ensure that the interests of all parties are met.



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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](http://www.leeschools.net) and [www.islandcoastfea.org](http://www.islandcoastfea.org).

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