



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

March 26, 2020 – 7:00 p.m. – Joint Communication #8

SPALC, TALC, and District leadership teams met 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 or by calling (239) 337-8221.

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.

In response to concerns about Performance Evaluation, the following clarification and guidance is being provided:

Notice

Employees are entitled to notice of the procedures used for performance evaluation. Emergency changes will be made to evaluation procedures, based upon guidance from the Florida Department of Education (FL DOE) and the Centers for Disease Control (CDC). SPALC, TALC, and the District are working to ensure that any changes will not negatively impact employees and plans are in place for several hold-harmless measures to be put in place.



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Procedure

Employees are entitled to a post-evaluation conference with their immediate supervisor. In response to concerns about the spread of the Coronavirus (Covid-19), immediate supervisors are encouraged to offer all employees the opportunity to meet telephonically, but will only be required to hold a post-evaluation conference with an employee if the anticipated manager's rating is not a "Highly Effective" or "Effective."

If feasible, immediate supervisors may meet with employees via online conferencing software, e.g. Zoom or Google Meet. Immediate supervisors are expected to schedule post-evaluation conferences with employees in advance and are encouraged to notify SPALC and TALC of any manager's ratings that will not be Highly Effective or Effective prior to scheduling meeting with employee.

Employee must acknowledge that they have seen their performance evaluation and that they have had the opportunity to discuss it with their immediate supervisor. Employees have the opportunity to provide comments as part of their performance evaluation. After a reasonable period of time, immediate supervisor may perform an override of an employee's acknowledgement, if the employee does not respond to requests to acknowledge their performance evaluation.

Employees are not entitled to union representation at post-evaluation conferences, however SPALC and TALC may be available to assist an employee who requests a follow-up conversation. Immediate supervisors are expected to provide supporting documentation to an employee for any rating that is not "Highly Effective" or "Effective."

Immediate supervisors are expected to provide coaching and assistance to employees through the work year. Performance evaluation is subjective in nature, however SPALC, TALC, and the District work to ensure that a fair and equitable process exists. Employees may not file a grievance challenging the manager's rating, but may file a grievance if the performance evaluation process has not been followed.



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A simple acronym used to describe the performance evaluation process is NEAT: Notice, Evidence, Assistance, Time. An immediate supervisor should provide an employee with notice of any performance deficiencies, evidence to support their assessment that the deficiency exists, assistance to correct the deficiency, and time to correct the deficiency.

Compassion and grace will be provided as it relates to fourth quarter and completion of performance evaluations and will be extended to employees and immediate supervisors. In most cases, walk-throughs and observations have been complete well in advance and to appropriately evaluation. If walk-throughs or observations were not completed prior to school closures, then employees are encouraged to contact their school-administrator.

Virtual walk-throughs or observations are not an appropriate replacement for traditional walk-throughs or observations, and may result in the filing of a grievance. Immediate supervisors in need of assistance are encouraged to contact Human Resources.

Support Staff

- Immediate supervisors must submit their recommended reappointment status for support staff by May 1, 2020
- The deadline for immediate supervisors to submit performance evaluations for support staff will be extended from April 1, 2020 to May 1, 2020

Instructional Staff

- Immediate supervisors must submit their recommended reappointment status for instructional staff by May 10, 2020
- The deadline for immediate supervisors to submit performance evaluations for instructional staff by May 10, 2020
- Florida Department of Education (FL DOE) guidance regarding student performance data and the Value Added Model (VAM) ratings for instructional staff have been waived for FY20 (2019-2020 school year); TALC and the District are discussing the impact of this change to Final Performance Evaluation ratings, which combines the manager's rating and the VAM rating



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Mentoring

TALC and the District are discussing potential changes to the expectations for instructional staff assigned to work with an APPLIES mentor. Additional information will be provided to these employees as available.

Next Steps

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 Disciplinary Procedures, Compensation, Benefits, 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.

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!