


March 20, 2020

## MEMORANDUM

**TO:** All BPS Employees

**FROM:** Beth Thedy, Ed.D., Deputy Superintendent   
Chief Human Resources Officer

**RE:** **Update: COVID-19**  
**Friday, March 20, 2020 5:00PM**

**PLEASE BE ADVISED THIS GUIDANCE IS FOR THE WEEK OF MARCH 23-27 ONLY.  
GUIDANCE FOR EMPLOYEES BEYOND NEXT FRIDAY, MARCH 27  
WILL BE SHARED AT A LATER DATE.**

This memo serves as a follow-up to the previous memo sent to BPS staff on Saturday, March 14, 2020. At the direction of the State, schools will remain closed to students through April 15 and this status will be re-evaluated every two weeks or upon further direction from local, state or federal agencies. As originally scheduled, Monday, March 23 is a teacher workday/student holiday. Teachers are able to work from home to complete grades for the 3<sup>rd</sup> quarter. You are not required to come to school but are able to do so should you choose.

**Please be advised, all information contained in this memo is subject to change based on new directives or organizational needs in the coming days. We know you have many questions and we are working to address them as quickly as possible and with accuracy in this ever-changing environment.**

The narrative below is the schedule for reporting to work during the week of March 23-27, unless an employee is on approved leave. **All employees will continue to be paid on schedule;** payroll adjustments and/or make up days and hours are yet to be determined.

The only changes to the reporting dates below are as follows: All Security Specialists (Cal EA: L) and all Cafeteria Managers (Cal O1:O) will report to work the entire week, March 23-27, 2020, and 12 month teachers have moved to #1 from #3 (from the original March 14 memo) **Your supervisor will provide direction regarding duties during this time.**

### **Week of March 23-27:**

#### **1. Report to work Monday, March 23**

**Do not report to work Tuesday through Friday, March 24-27**

10 Month Teachers\*

POTA\*

ROTC Instructors\*

12 Month Teachers\*

10 Month Clerks

\*may work at home on Monday, March 23

(Cal EA: E; Cal EA: NK6; Cal GA: G; Cal GL: G; Cal G7: G; Cal: O1: O; Cal 10: L; Cal 12: J)

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer  
Phone: (321) 633-1000, ext. 200 • FAX: (321) 633-3565



**2. Do not report to work Monday, March 23**

**Report to work Tuesday through Friday, March 24-27**

11 Month Clerks

Child Care and Intern Coordinators, Head Start Supervisors

(Cal 11: LH; Cal CQ: C, LD5)

**3. Report to work Monday, March 23 – Friday, March 27**

12 Month Non-Bargaining

12 Month Cafeteria (ESF), 12 M Clerical, 12 M Custodial, 12 M Maintenance, 12 M Facilities, 12 M Warehouse, 12 M Bus Drivers

Psychologists/ Behavior Analysts

Technology Specialists

Family Advocates

10 Month Administrators

**Security Specialists**

**Cafeteria Managers**

(Cal 12: D, C, L, O, J, R; Cal C7-8: C; Cal E7-8: E, L; Cal BA: B; Cal E7-8: C; Cal EA:L, Cal O1:O)

**4. Do not report to work Monday, March 23 – Friday, March 27**

Group Leaders

Instructional Assistants, Media Assistants, School Office Clerks (9M), Campus Monitors

Food Service Workers

Bus Drivers

(Cal: N7: N; Cal NK: L, N, M; Cal: OK: O; Cal RG: R)

*If you are unsure of your classification, please check your MIC account or contact your school or department secretary on Monday. The information above is based on the Dates of Service Calendar (click [here](#)).*

We recognize this has been a stressful time and we assure you we understand your concerns and are working hard to meet the needs of our staff, while continuing to serve the families in our community.

We are working collaboratively with other school districts across the state to share information and create best practices for our employees who play a pivotal role in supporting our children.

Your leadership is convening daily to make the best possible decisions for this organization and those we serve, and we appreciate your patience as we continue to work through the procedures for the potential of alternate worksite or remote work for those positions that may qualify for such an assignment. As those guidelines are developed, we will communicate with you.

Please monitor BPS social media sites such as Facebook and Twitter, as well as the BPS website and mobile app for updates as they become available. The most important priority for our School Board and Superintendent is for all of us to stay well, and we will continue to keep your well-being in the forefront of our minds as we make critical decisions.

Thank you.