



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

## March 25, 2020 – 2:00 p.m. – Joint Communication #7

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](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.

In response to concerns about Work Schedule, the following clarification and guidance is being provided:

### **Work Day**

In order to address emergency situations, temporary changes to the workday may be made. Every effort shall be made to ensure that any changes in assigned duties are equitable in nature and that a rotation is established to ensure that no individual employee is affected more than any other.



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Information about the Academic Continuity Plan has been sent to all instructional staff and school-based administrators. SPALC and TALC leadership reviewed the District's proposed plan and provided feedback prior to this information being sent out. Academic Services, Human Resources, and Information Systems are committed to meeting with SPALC and TALC leadership, as needed, in order to address concerns related to implementation of the Academic Continuity Plan. School-based administrators have been advised to exercise grace and compassion during the transition to remote work and online learning. Guidelines for remote work have been provided to all District employees.

## **Instructional Staff**

- Beginning April 6, 2020, instructional staff should be participating in Professional Learning Communities (PLCs) for thirty (30) minutes per week; PLC meetings should be used for planning purposes and PLC guidelines are still applicable
- Mandatory meetings for instructional staff should be limited to no more than two per month and should be reasonable in length; the TALC Labor/Management Committee will review situations where there are concerns about the number or the length of mandatory meetings
- 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
- Instructional staff remain responsible for submission of lesson plans and grades

## **Support Staff**

- Lunch and rest periods will continue as normal
- Mandatory meetings for support staff should occur at least once per quarter for a minimum of fifteen (15) minutes; these meetings are intended to improve communication and to provide job specific training; the SPALC Labor/Management Committee will review situations where support staff meetings are a concerns
- Support staff are expected to continue to use [Lee Clock](#), if working remotely
- Emergency schedule changes impacting more than one worksite or department, or more than 50 employees, will not take place without advanced notice being provided to SPALC



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## **Changes in Schedule**

No changes to an employee's schedule will be made without advanced notice being provided. Any changes in the Work Year will be made no later than ten (10) days prior to the last day of the student school year. Every effort is being made to maintain existing Work Year schedules without creating unnecessary disruption, hardship, or risk for students or employees.

Emergency Make-up Days may be used to mitigate potential disruption. Existing contract language provides direction on how to respond in the event of a school closure, including how emergency make-up days may affect employee compensation. The School Board has the right to waive make-up time, provided legal mandates for hours of student instruction are met. The District is awaiting direction from the Florida Department of Education (FL DOE) on possible waiver of legal mandates for hours of student instruction.

## **Holidays**

Eligible employees will receive compensation for paid holidays as listed in the SPALC Contract.

## **Vacation**

Full-time, twelve (12) month employees are still able to request and use accrued vacation time. Requests may be denied if they disrupt the correct and proper operation of the school or department. All requests must be recorded in PeopleSoft. Standard procedures for submitting requests shall apply. Approval or denial of a request must be recorded in PeopleSoft with a specific reason provided for any denial.

Immediate supervisors may revoke previous approval of vacation requests in order to address emergency situations. Employees have the right to appeal revocation of a previously approved request and appeals will be handled on a case by case basis.

## **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.



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Additional Joint Communications are being developed to address concerns related to Performance Evaluation, Disciplinary Procedures, Compensation, 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](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!**