



Texarkana

Independent School District

ALTERNATIVE EMPLOYEE REPORTING PLAN FOR DISTRICT CLOSURE

With information on COVID-19 changing by the day and the hour, we greatly appreciate your patience and support as TISD works through how we are to provide required educational services to our students while at the same time ensuring the safety of our staff.

Our campuses and departments are currently identifying what they consider essential personnel in order to deliver basic operations for next week and possibly longer.

It will be very important that in the coming weeks, we work diligently to prepare learning activities by grade level and/or course for parents/guardians to conduct at-home learning. From there, we will begin to address who is and who is not to report to work.

Important details on our next steps and answers to some of your questions can be found below.

PREPARING AT-HOME LEARNING FOR PARENTS/GUARDIANS

Given the potential for additional confirmed cases of COVID-19, TISD will limit the number of staff to be on campuses for Monday, March 23, 2020.

Campus teachers will develop the At-Home Learning Activities for their students based on District expectations and requirements provided in a virtual meeting by grade levels and/or subject areas. The specific times and more detailed information regarding this virtual meeting will be provided in an upcoming email.

Teachers will then work collaboratively, in the setting they prefer, with their campus grade levels or content peers to develop the Learning Activities. The timeline for completion will be included in the initial overview.

The final piece of preparing At-Home Learning Activities will be making copies of the materials for student distribution. Teachers will need to be in contact with their campus administrator regarding whether they will be working on-site or remotely in order to have materials ready for distribution. Follow-up teacher activities after this will be addressed in more detail next week.

EMPLOYEE PAY

Employees will continue to be paid their regular rate of pay during an emergency closure per our district policy DEA Local. There will be an official board agenda item for the March TISD Board of Trustees to address and approve this respective policy.

Hourly/Non-Exempt personnel (employees who utilize the time clock system), that are required to work during an emergency closure for a disaster, will be paid at the rate of one and a half times their regular rate of pay per our district policy DEA Local.

EMPLOYEE WORK SCHEDULES

Campus Staff, who have been identified as essential personnel for basic operations, will report to your campus location on Monday and Tuesday, March 23-24, 2020 from 8:00 a.m. to 3:00 p.m. Supervisors and Principals will contact this week those staff members they have identified as essential personnel for basic operations. Then, we will reassess our personnel needs for campus basic operations after Tuesday and communicate future schedules accordingly.

Department Personnel, those employees in our Child Nutrition, Maintenance & Construction, Risk Management & Safety, Police, Building Maintenance, Transportation and Tiger Learning Centers, will receive direct communication from their department heads prior to Monday, March 23, 2020 as to your work schedule and times for the coming week.

Central Office and Instructional Service Staff are all considered essential personnel for basic operations at this time and will report to work on Monday, March 23, 2020 at your normal time.

EMPLOYEE CHILDREN

For those staff members identified as essential employees for basic operations who are being asked to report to work next week, we request that you do not bring your child(ren) with you. It will be important that we keep the number of persons limited in our workspaces as much as possible.

EMPLOYEE DRESS

Employee Dress Code during this time of closure will be smart casual. Jeans will be allowed. Those departments which require uniforms for safety and health issues should continue with their standard employee dress code.

TISD is making every effort to develop creative ways to meet our campus/district needs while limiting exposure for our staff. We ask that you be prepared and flexible for changes as new developments occur and watch for future employee emails that detail updated information to you.

If you have any questions, please contact your campus principal or supervisor.

Thank you for your continued patience and understanding as we move through these unprecedented times.