

LOU Closure Work Expectations FAQ

We have attempted to clarify the expectations around working from home at this time. This situation is ever evolving and we want to ensure guidance with the information we have on hand. Please see our Rep Assembly meeting notes for additional information [RA Minutes 3.17 via Tele-Conference](#).

If you want to receive timely updates, please text LWEAINFO to 41411. We currently have almost half our membership on this text line. Help us get to 100% of our members on this text line. Sign up today!

The term “teacher” or “staff” as used in this FAQ refers to those represented by the LWEA in the bargaining unit as defined in the Recognition Clause of the LWEA-LWSD Collective Bargaining Agreement.

1. Work expectations

- Can I perform this work out of state?
 - Staff need to be available during their contracted work day as outlined in the LOU.
 - Do not travel during your contracted work time.
 - When schools are reopened on April 27, or at a later date this year, all staff are expected either to return to work on site or use appropriate leave.
- **How often do I need to be posting materials or connecting with families?**
 - You are only required to post materials once a week during this closure.
 - You should respond to families in a timely manner. Our interest is to maintain community connections and reasonable workloads.
- **How does my time get recorded? Do I have to be on Teams all day?**
 - No, you do not have to be on Teams all day, but you need to respond to colleagues, parents, and your administration in a timely fashion and generally be available in the first part of your work day to communicate with them.
 - Your admins should give you at least 24 hours’ notice before they ask you to meet virtually or to be available for a phone call. If it is an emergency, your building administration can call a meeting within the 24-hour period.
- **I am a .5, what should my work schedule look like?**
 - You would continue to work .5 and not a full schedule. So, you should be available for collaboration or community connections in the first part of your schedule. Then the second part should be used for your own professional development, developing materials, and/or posting materials for students.
- **What about leaves during this time?**
 - If you are unavailable for connection, collaboration, professional development, or developing/posting materials- then you need to put in a sick or personal day.
 - If you are going to deliver a baby during the closure or your partner is going to deliver and you won’t be available, please put in for your maternity leave since you will be unavailable. (Congratulations btw!).

- If you contract COVID-19 or need to take care of a family member infected with COVID-19, please use the newly bargained emergency health leave provisions. [LWSD Emergency Health Leave FAQ](#).
- **How often should I be connecting with my colleagues?**
 - Grade band or content teams should plan to connect and collaborate. We are encouraging these teams to calibrate as much as possible so that families have consistent and equitable enrichment materials. A lack of collaboration will likely lead to confusion among students and families and create inequities during the closure.
 - Collaboration is defined broadly in this context. Collaboration can include, but is not limited to, working in teams (grade level or subject area, BLT/department chair, IEP, guidance, or equity teams); solving technology issues with HELPDESK; cross-departmental or grade-level collaboration; staff or department meetings.
- **Can I talk to my students (either in groups or 1-1) on the phone or via a video call app such as Zoom, Teams, FaceTime, or Skype?**
 - Simply, no. It was not OK to talk to students on the phone or through a video call prior to the closure and it is not okay to do so now.
 - You can talk to students via district email. You can email or call parents/guardians.
 - If you call a parent or guardian, please use Skype for Business on your Surface. This keeps the call on a district approved device and network.
 - [You can participate in a videoconference or conference call for an IEP or re-eval meeting. This call should be initiated by special education staff and not by an individual teacher.](#)
 - **[**Special education services staff who are conducting IEP and re-eval meetings: please review the Special Education section of this document for more guidance on using videoconferencing when working with families. **](#)**
 - Anyone who video chats or calls students, either 1-1 or in groups, opens themselves to serious liabilities. Despite the extreme circumstances of this closure, we still need to abide by the Acceptable Use Policy and consider the safety of both students and staff. Also, consider the Hillary Clinton (or the James Comey 😊)rule: you cannot do the work of a public employee on a private device without that device potentially being subject to a public records request.
 - Please keep your communication with parents and students on district approved communication, including district email, OneNote, PowerSchool Learning, Skype for Business (for phone calls), and Microsoft 365 tools.
- **I know I cannot share a recorded lesson, but I want to post a message to my students, can I do that?**
 - Yes, you can opt to pre-record a message for your students. It should not be a lesson.
 - In the interest of equity and clarity, we are encouraging staff to collaborate with colleagues and send a similar style of message to all their students.
 - No one is required to share a recorded lesson. If you opt to record a message to students, use the Camera app on your Surface book because it is a district-approved resource.
- **What if I disagree with my supervisor about the remote learning opportunity work that I want to post/share?**
 - Our practice is that people should problem solve with their admin/supervisor first.

- Use these 4 questions as a litmus test for remote learning work and to help facilitate a conversation about the acceptability of the work with admin/supervisor.
 - a. Does the work help a student review material that they may have already covered but not yet mastered?
 - b. Does the work help a student practice skills that are necessary for learning and proficiency in a particular subject?
 - c. Does the work help a student engage in enrichment activities or independent projects in a particular subject area?
 - d. Does the work help a student identify an area of interest in a subject area to research and explore?
 - If you can't reach a resolution, contact your building rep for more help.
- **Grading**
- Grading of assignments and assessments is paused during the closure.
 - Assignments that were submitted up to the last day of school, March 11, can be graded and entered into Skyward.
 - Following the closure, any of the enrichment materials you provide to students are not to be graded. This means that enrichment materials provided to students after March 11 and through the duration of the closure should not be entered into Skyward, nor should they be assigned a grade.
 - At this time, teachers should not be asking students to complete assignments or assessments (missed or new) that are to be graded and/or completed for credit or grade. The district is following guidance from OSPI about student learning and communicating with neighboring districts about their approach to supporting students.
 - We expect further information from OSPI on Monday about how we can support high school students who will need credit or support to graduate. When we receive new guidance from the state regarding grades or graduation requirements, we will update our communication to staff then. We anticipate additional guidance in the coming weeks and months that address course credits.
- **Missing Work**
- In order to avoid confusing families and creating inequities, do not ask students to complete missing assignments or assessments due through March 11. If a student submits missing work to you during the closure, accept the work but do not update grades in Skyward. This directive may change over the next few weeks as OSPI releases guidance to schools on grading and graduation.
- **Will Professional Development continue during the closure?**
- The LEAP day Wednesday schedule is postponed during the closure.
 - LWSD and LWEA agree that PD will need to continue during the closure.
 - However, PD opportunities will be communicated in a timely fashion and scheduled with reasonable notice. PD options for the following week will be shared via Cornerstone/PLMS each Thursday so that staff can plan accordingly. Staff will need to contact their supervisor/principal if they are having trouble with Cornerstone/PLMS.
 - PD will be district-directed, not building-directed, and selected by staff members. PD will be offered to all staff through PLMS/Cornerstone. Staff will have a menu of 2-3 PD options from which to choose. Staff will be able to earn clock hours in most cases; the feasibility of

earning STEM clock hours is still being explored by the district. If materials are needed for PD (e.g., books), staff should make requests through their principal or supervisor.

- During the closure each staff member will need to complete no more than 4 hours of PD each week, which should be spaced throughout the week as much as possible. Staff select and schedule when they will engage in PD. Staff may elect to coordinate their PD by teams (i.e., a grade level team completes a book study) to further their collaboration. Because many staff are impacted by their own child and family care issues during the closure, staff should consider their personal areas of interest and time commitments when selecting and scheduling PD and be careful not to overcommit themselves.
- Staff will complete the PD equivalent to their FTE. For example, if you are 1.0 FTE you will complete no more than 4 hours per week. If you are .5 FTE you will complete no more than 2 hours per week. Staff with contracts over 1.0 FTE (super contracts) will be expected to complete no more than 4 hours of PD per week.

○ **What should I post on social media?**

- Be mindful of the social media guidelines from LWSD already in place. [LWSD Social Media Guidance](#)
- Please do not make social media posts that cause us to look insensitive. Many families are going to struggle in the weeks ahead. Be mindful. Don't post anything during your contracted hours or make jokes about this being a long break. Such comments have a poor effect on community morale. Though you may be working hard during the closure, there are members of our community who cannot see or don't understand the work you are doing.

○ **You should not have an automated message up.**

- Out of office messages are appropriate for staff on leave, but stating you are out and will only reply to messages on April 24 is not appropriate and does not put us in a professional light.

○ **Going onto campus**

- You are not expected to go to your work location to work during the closure. Guidance from OSPI and the King County Health Department strongly encourages the public to not work on campus.
- Our guiding interest on this topic is to keep staff safe and healthy, which means staff should be meeting in groups of 10 or less. If you do meet in person with other staff, you must abide by public health guidelines, including cleaning and social distancing protocols. Keep in mind that cleaning supplies are precious at this time and you may not be able to access cleaning supplies in your building right now.
- We are encouraging you to NOT go into your buildings currently, and if necessary, only for VERY BREIF or LIMITED amounts of time. This is because the district cannot guarantee the safety and cleanliness of each building if there are numerous people coming and going each day.

2. Technology

- Use district approved digital tools when working with students and families, including email, OneNote, PowerSchool Learning, and Microsoft 365 tools. Skype for Business is recommended for calling parents/guardians.

- Currently LWSD has secured 500 hotspots for families. There have been 600+ requests for hotspots. They are working to secure more hotspots, as well as more laptops and printers, for families.
- The district is working on a HELPDESK function for families and students. They will communicate those services when they are ready. In the meantime, please be flexible and practice patience.
- If you do not have Wi-Fi at home, LWEA is opening our conference room to a maximum of 15 people at a time between the hours of 10am- 1pm, Monday thru Friday. Please email [Terri Neely](#) if you would like to use our conference room and Wi-Fi.
- Additionally, contact your internet provider about your service options. Companies like Comcast, AT&T, and T-Mobile are dropping data caps for the next 60 days and offering low cost 60-90 day home internet packages.
- Print resources: from LWSD, “We are also working to develop print resources that can be made available regionally at school sites throughout the district.” Once LWSD has finalized this, we will share information with members. Staff should consider using the print center to prepare printed materials at this time.
- Staff should work with their building admin or supervisor in planning how to get print materials and supplies to families during the closure.

3. Pay

- Your pay should remain the same during the closure; this includes stipends and overage remedies. No one should have a loss of pay as a result of the closure.
- Questions about your pay should be sent to askpayroll@lwsd.org
- Please see “Pay” portion of previous update that clarified this: [March 5 COVID message to LWEA membership](#).

4. Substitutes

- Long term subs will be paid for the position they are currently in and are expected to finish the responsibilities of the position they agreed to take on.
- Daily substitutes may be able to apply for unemployment. The WA state Employment Security Division has said they might approve daily substitutes, but it is on a case by case basis.
- Here is the link to the Employment Services Division Page on unemployment. It lists step by step instructions: <https://www.esd.wa.gov/unemployment>.
- Daily substitutes may be able to earn the bonus outlined in Appendix C, section 8 of the CBA. The district has agreed to adjust the formula used to calculate the bonus. Please review the LOU (COVID Closure Work Expectations) for details.

5. Special Education

- Staff should not be delivering SDI or meeting one-on-one with any student(s).
- At this time, special education staff should be focused on triannual reevaluations and annual renewals and compliance timelines, and not new or initial IEPs, though initial evaluation meetings may continue.
- Please do not have face to face meetings with students at this time. Team members can call in or virtually join any special education meeting.
- Special education services staff have limited exceptions to the “no videoconferencing” rule. IDEA compliance is likely to require alternative strategies for meetings. Special education services staff should conduct meetings with the IEP team members using district-approved

tools, including Skype for Business (conference calls) and Microsoft Teams (video conference calls).

- OSPI and the DOE will be offering more guidance on special education in the days to come.
- For now, please follow the LOU guidance and the initial email we worked on with Shannon Hitch [Shannon Hitch Guidance on Special Education Services During Shut Down](#).

6. Health Benefits

- You will maintain benefits. See LOU.
- Governor J. Inslee signed a bill that guarantees benefits for staff.
- From WEA: *“During the COVID-19 state of emergency, school employees who were eligible for SEBB at the beginning of the emergency (Feb. 29) will maintain their SEBB eligibility. During any closures or disruptions of school operations:*
 - *If quarantined for self or if needed to care for quarantined family member by public health or health care provider, or*
 - *To take care of a child when their school or day care is closed.*

When regular school operations resume, SEBB eligibility will remain if the employee returns to the same schedule or if their new schedule would have resulted in 630 hours had it been in effect for the entire year. HCA has noted that if school employees access unemployment benefits after being put on standby by their district, that act alone will not end their benefit eligibility. In other words, usage of unemployment benefits will not be considered a termination of employment. We are not expecting many school employees to be placed on standby, but this [clarification](#) may be useful for substitutes or other intermittent workers.”
- LWSD is not considering putting any LWEA members on standby at this time.

7. Left to consider

- Evaluations
 - As of now, we are not currently moving forward with evaluations. We expect more from OSPI about this topic and will revisit for more clarity as soon as we have the answers.
 - Does this mean I cannot be evaluated at all?
 1. No. You cannot go dark on your colleagues or supervisor for days at a time or not post materials.
 2. If you do not post materials or communicate with your colleagues/supervisor in a timely fashion, you could be rated lower on domain 8.
- Graduation and Quarter 3 grades.
 - We are awaiting more guidance from OSPI before we can thoroughly answer these questions.
 - We are meeting with LWSD to examine the workload expectations that may come with any new guidance. We will share this with members as we are able.