

Work Expectations FAQ

This situation around COVID-19 continues to evolve and we want to ensure guidance with the information we have on hand. We will continue to update this FAQ as appropriate.

If you want to receive timely updates, please text LWEAINFO to 41-411. We currently have over half our membership on this text line. Help us get to 100% of our members on this text line. Sign up today!

Please see our website for all our past communications: [LWEA COVID 19 Info](#)

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

Work day

1. Do I have to work 7.5 hours straight?

No. Our interest is to continue allowing educators to work with as much flexibility as possible.

- Buildings are developing office hours schedules in order to help students/families organize their time. Teachers are allowed to set office hours, different from building schedules, that best accommodate their personal circumstances and needs. You need to communicate your office hours and availability with your principal/supervisor and with students/families.

2. How does my time get recorded? Do I have to be on email or Teams all day?

No, you do not have to be on email or Teams all day, but you need to respond to colleagues, parents, and your principal/supervisor in a timely fashion and be available to communicate with them during the work day.

- Your principal/supervisor 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.

3. I am a .5, what should my work schedule look like?

You would continue to work .5 and not a full schedule.

- Communicate with your team and administrator what you will be doing for your contracted time, it should include communicating with families, posting materials, assessing that work, and offering your students feedback.
- If you traditionally do not work a fully work week, work with your building administrator to set a schedule for posting materials, assessing work, and offering students feedback.

4. 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 all staff are expected either to return to work on site or use appropriate leave.

Office hours schedules

5. How should the office hours schedule be set at each building?

The design and implementation of an “office hours” and/or “check and connect” schedule should be a building decision. Your principal should be getting feedback from all staff members through the use of the building decision making model.

- The initial schedule is a 2-week trial. Principals have been directed to revisit the building schedule with staff after 2 weeks and make any necessary changes. There will likely be a greater need for help from students/families in the first few weeks of our remote instruction.
- From the district: “We recommend that schools develop a plan for coordinated office hours using the building decision making process. Office hours are an opportunity for teachers to connect with each of their classes at least once per week. A school plan for office hours provides opportunities for teachers and students to have a coordinated time to connect in real-time, and that allows students to connect with a teacher without having to pick among multiple teachers in any given time. For example, a school might develop office hours by class period, subject, grade level, etc.”

6. Why can't I just set my own office hours?

A building-wide plan of coordinated office hours supports the greater good and meets the spirit of our LOU. However, staff can set and communicate their own office hours in order to accommodate their unique, personal needs. While your building may create a plan, you can work to set times that meet your personal constraints and communicate this difference to your admin, colleagues, and families. We know that many of our members are caring for their own families at home.

- From the district: “A school plan should also provide as much flexibility for teachers as possible. At the same time, teachers will have conditions (**such as childcare, shared responsibilities with spouse/partner**) that will mean that they will not be able to hold office hours during the building coordinated time. These teachers should schedule office hours to connect with each class at least once per week and communicate their office hours with the students, families, and principal.”

7. What interests should staff consider when designing or reevaluating the office hours schedule?

The “office hours/check and connect” schedule should meet these interests:

- a weekly, real-time opportunity for students to connect with their teachers;
- coordination and consistency of students/families;
- allow for exceptions to the rule, meaning teachers have the flexibility to schedule and communicate office hours according to their unique personal circumstances and needs.

8. Doesn't setting a building schedule of office hours violate our LOU?

Setting a building-wide schedule of office hours doesn't violate the LOU if it allows staff to work a 7.5 hour day remotely and with breaks, supports asynchronous learning, doesn't require live instruction, and allows flexibility for staff to set office hours according to their personal needs. When discussing a building schedule, keep these sections of the LOU in mind: section 1, parts a, d, e, f, g, h, i, j.

9. Am I required to use Classroom Teams to connect with students via live video meetings during office hours?

Teacher choose what tools they will use to communicate with students/families. Connecting with students during “office hours/check and connect” times can take place through a variety of tools: email, discussion boards, video conferencing (after you've done the training). The teacher determines and communicates to students/families which tools/methods they will use.

Work expectations for remote learning

10. Am I required to take attendance?

No. OSPI is not requiring the collection of attendance data during the closure. Staff will be asked to contact students/families who are not participating or completing materials. If initial contacts are not successful, staff will not be taking attendance through Skyward during remote learning. Staff will be monitoring student participation through work submissions. Buildings will create systems to contact students/families who are not submitting work and deliver interventions.

11. Will I have to go through the entire curriculum remotely?

No. LWSD is using the Kansas model for remote learning to put reasonable parameters on what is achievable during this tough transition.

- Elementary teachers will be using district-provided pacing guidelines to help reduce/narrow the curriculum.
- High school teachers will be asked to reduce/narrow their curriculum.

12. For elementary, do I have to create 1 hour of assigned learning a day and think about how much the PE teacher, music teacher, and/or librarian are also sending out?

Not necessarily. As an elementary teacher you will need to provide the amount of work laid out in section 1d of the LOU, regardless of the amount of material your specialist colleagues are providing.

- Music, PE, and librarian colleagues will post one learning activity per grade level each week in addition to the work classroom teachers will be providing.

13. As a safety net or ELL teacher, do I need to get in contact with all my students?

Not necessarily. You should collaborate with your classroom teacher colleagues on their materials and offer accommodations to students as you (the Safety Net/ELL teacher) deem appropriate.

14. Am I required or allowed to provide “live” instruction to my classes?

No. We are not implementing live or synchronous instruction. The district has attempted to create an instructional model that allows for maximum flexibility for staff and students/families.

- Therefore, we are not implementing a firm schedule of required class meeting times.
- **Teachers should NOT require students to “attend” or report to a live video instructional session.**
- Though teachers may opt to provide live instruction (keep equity in mind!), it can't be required for students to attend.

15. How was the amount of student assigned work determined?

Using information from the Kansas model and input from LWEA members, LWSD determined this range for student learning each day and week.

16. How often do I need to be posting and collecting assignments/materials or connecting with families during the closure?

You are expected to communicate learning expectations, instructional materials, and assignments **by Monday (agreed change to LOU, 4/30)** of each week that meet the expectations outlined in the LOU. Our remote instructional model allows for asynchronous work by students. We encourage teachers to apply their knowledge of their students and their professional judgement on how to structure and sequence weekly instructional materials/assignments.

- You should respond to families throughout the week and in a timely manner. Our interest is to maintain both community connections and reasonable workloads.

17. Can I post all materials at once (on Monday) or parcel it out in the week?

You will be required to post all materials **by Mondays (agreed change to LOU, 4/30)**. We are encouraging staff to work as a team to determine what makes the most sense for their students.

- Posting by Monday allows for asynchronous work by the student and is most equitable.
- Staff may exercise professional judgement when organizing work for students each week. Keep equity in mind if you opt to initiate (or collect) assignments throughout the week (which may be preferred in order to gather formative feedback to inform the next assignment).
- Tech delays may cause frustrations. If everyone is trying to send emails with attachments through Skyward on Monday, the system may be bogged down and emails may be slow to send. Remember to practice patience.

18. 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 assignments and materials. A lack of collaboration will likely lead to confusion among students and families and create inequities in the remote learning model.

- 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.

Remote learning guidance document

19. Is the lesson plan template required?

The lesson plan template is OPTIONAL. Principals should **not** be requiring staff to submit lesson plans.

20. Do I have to use the template in my weekly communication with students/parents?

The district is asking teachers to use an email template to foster clear and uniform communication from all teachers. If a family has more than one teacher (or child), it could be confusing to get information in different formats. Teachers can adapt the template to their needs: a grade level team coordinates to send one weekly email that includes each subject area, or a history/English team sends one email, signed by both teachers, each week.

- The district will be notifying the parents/families this week (week of 4/13) that they will be receiving emails from teachers starting the week of 4/20.

Building access

21. Can I go onto my school campus? Can I be required to go onto campus?

You are not expected or required to go to your work location to work during the closure. Governor Inslee's Stay at Home order mandates that non-essential employees work from home.

- Our guiding interest on this topic is to keep staff safe and healthy, which means staff must abide by public health guidelines, including cleaning and social distancing protocols, and official government orders, including the current "stay at home" order issued by Gov. Inslee. 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.
- Some buildings may be closed indefinitely due to deep cleaning processes. Please follow the guidance of your principal/supervisor for details on how to access your building during the closure.

- We are currently encouraging you to not go into your buildings for the duration of the closure, and if necessary, only for **very brief** 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.

Sub coverage

22. Can I get sub coverage if I get sick?

We are still working on this topic with the district. Our intent is to be mindful of teacher workloads. That is the interest we continue to bring to the district as we work out the procedures related to sick leave coverage that is not long-term leave. We hope to have information soon.

23. What about leaves during this time?

- If you are unavailable for communication/connection, collaboration, professional development, developing/posting materials, or grading student work 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 emergency health leave provisions. [LWSD Emergency Health Leave FAQ](#).

Social media use by staff

24. 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.

Graduation

25. What is the plan for graduation ceremonies?

From the District: "Currently, we are planning all our graduation ceremonies in June. As of now, no dates or times have been changed. We have also started to plan for alternatives to graduation ceremonies in case we are not able to run them as planned. We will have more information about ceremonies in the coming weeks and as the novel coronavirus situation develops."