

**April 24, 2020**

**LWEA Bargaining Unit TOSA (Teacher on Special Assessment) Work Expectation During COVID-19 Closure for the 2019-2020 school year.**

1. TOSA's will work remotely during the COVID-19 closure in the 2019-2020 school year. Individuals will not be required to work on site or in person. Any exceptions to employees working remotely will be brought to LWEA and LWSD for agreement first.
2. Understanding the TOSA cohort covers a wide variety of unique position specific roles and responsibilities the following common guidelines will apply to the entire LWEA represented TOSA cohort.
  - a. TOSA's will collaborate with their director and each TOSA group will review and clarify the work calendar for that TOSA group from the signing of this agreement until the end of the 19-20 school year. The TOSA's work calendar should ensure adherence to the established teacher work calendar including 21 Day contract and Extended Day Calendar, when applicable
  - b. Prior to May 1, 2020 the director will collaborate with each individual TOSA or TOSA sub-group to prioritize the work projects, pace, and the deliverables in consideration of the position's overall roles and responsibilities. The prioritization of work projects will include expectations related to end of the school year, over the summer, and upon return in August, if applicable.
  - c. The formal TOSA workday is 7.5 hours plus a duty-free lunch and does not have to be continuous. Work expectations must be balanced between meetings, collaboration, worktime, and personal needs within the workday. Each TOSA or TOSA sub-group will work to establish department/team meeting time in either the first or second part of their workday. A goal is to establish predictable meeting times. Collaboratively, the director and each TOSA or TOSA sub-group will clarify the workday to address typical start and end times, meeting expectations, collaboration expectations, and individual worktime.
  - d. Employees will be given 24 hours' notice before a supervisor required meeting, except in an emergency or by mutual agreement between the supervisor and LWEA represented employee.
  - e. Meetings and collaboration sessions should be designed with work from home conditions in mind. This includes, but is not limited to, length of meetings, meeting breaks and activities, and volume of meetings per day/week. Teams should work to establish a norm for breaks if a meeting will go beyond a certain time.
3. LWEA and LWSD will meet in the beginning of June to determine any changes or needed adjustments to this agreement.