



LOWELL PUBLIC SCHOOLS
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To: Superintendent
From: James Hall, Chief Operating Officer
Date: March 16, 2020
Re: Workforce Continuity, Payroll, and Staffing Plan

Background:

-On March 13, 2020, you decided that school would be closed until March 30, 2020.

-On March 13, 2020, you decided that central office employees, whose physical presence was not essential at central office, would telework and be supervised remotely until March 30, 2020, or until further notice. These non-hourly, full-time employees, who are able to work remotely shall do so and be available for teleconferences and phone calls, and to physically appear as needed. These employees are to check-in with their supervisors on a daily basis to go over required work. Such employees were told that this procedure was subject to daily review and the needs of the organization. Full-time employees shall not travel or vacation during this time period unless prior authorization has been granted and vacation time is approved. Employees found to be in violation of this policy will be subject to discipline. Such unapproved travel or vacation would be inconsistent with the purpose of this remote work procedure- which is to prevent the spread of the virus.

-On March 15, 2020, Governor Baker determined that school would be closed for three weeks and reopen on April 6, 2020.

-Hourly employees, such as tutors, should contact their department heads or principals to discuss the potential to work remotely up to their weekly hourage cap to produce curriculum, lessons, and to correspond with students and families. If supervisors are able to certify that the work was done as approved in advance with the hourly employee, we anticipate being able to approve these timesheets.

-We have dozens of long-term substitutes who are subbing for employees who are out for maternity leaves and other personnel reasons. We are treating these days like snow days or vacations days, and continuing their pay. It is to our advantage to continue their pay as we need to ensure that they are available, and have not taken other jobs, during this temporary situation.

-Our custodians will continue to clean schools as needed while buildings are closed. Extensive cleaning is underway. Consistent with this effort, rentals of our facilities

ceased Friday night. Custodians are taking this opportunity to focus efforts on debris which has accumulated outside of the buildings over the winter. Additionally, prior to schools reopening, the custodians will undertake a deep cleaning of our buildings in the five days preceding our reopening. I would like to commend the custodial staff for their work over the last month, as their dedication and attention to detail has had a significant, positive impact on our community's health.

-Our busing contracts likely prohibit payment when school is not in session. Thus, it is up to these corporations to make payroll determinations for their drivers.

-We will attempt to pay Cafeteria employees at the rate which they are paid while they are on vacation, i.e. the rate at which they were hired into positions. For example, a person may be a 18-hour cafeteria employee, but may have more hours of work after weekly "call-in" hours. These employees will only be paid for 18-hours, i.e. the hours for which they were hired. We will attempt to call these employees for work related to producing meals for the 9 meal pickup locations below. Presently, the cafeteria at the STEM Academy will be producing these meals for pick-up in front of the schools below unless otherwise indicated:

Greenhalge:	10:30 am-11:00 am
Robinson:	11:15 am-11:45 am
Pawtucketville:	12:00 pm-12:30 pm
Murkland:	12:45 pm-1:15 pm
Lincoln:	1:30 pm-2:00 pm
Bartlett:	11:00 am-11:30 am
Moody:	12:00 pm -12:30 pm
Butler:	12:45 pm- 1:30 pm
Rogers:	10:30 am- 1:00 pm (at loading dock area)

Meals are available for children between the ages of 2-18. Meals do not have to be picked up at the location where a child attends school or at the location closest to a person's home. Individuals can pick up meals for neighbors; however, one can only pick up meals for the current day.