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**[admin\_super] Stand-By Status - Assigning Employees to Work**

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**From :** Karen Hardin <hardin@4j.lane.edu> Thu, Mar 26, 2020 05:29 PM  
**Sender :** admin\_super <admin\_super-bounces@4j.lane.edu> 2 attachments  
**Subject :** [admin\_super] Stand-By Status - Assigning Employees to Work  
**To :** Administrators <admin\_super@4j.lane.edu>  
**Cc :** Human Resources <human\_staf@4j.lane.edu>

Good Evening Managers, Administrators and Supervisors -

The purpose of this email is to provide guidance and support when assigning work to your staff after spring break. Beginning on Monday, March 30 all staff will be in "stand-by" status. Stand-by status means an employee is available for any work related communication and available to physically report, telework, or any combination with supervisor approval.

HR has been working with Directors across the district to establish a system to support an organized, and equitable, process for assigning work, tracking assignments, and supporting employee needs during this time. We need your calm and clear leadership to ensure success. It does not go without saying, THANK YOU!

### Assigning Work

I will attempt to explain this as simply as possible. However, I anticipate a written explanation may not meet everyone's needs. Please reach out to either Bernadette, Brandon or myself if you have questions.

- Friday, March 27th, you will get an invitation to a Google Sheet that HR has created specifically for your building/department. You will use this spreadsheet while you contact, track and document assigned work.
- You will be given clear directions from a director, or district leadership, regarding the need to assign work to staff.
- Some assignments may be directed at licensed staff, some at classified staff and others could be fulfilled by any employee.
- If the employee you call cannot complete the assignment, document it on the spreadsheet, and move to the next appropriate employee.
- The spreadsheet has a second "tab" at the bottom with some examples of how to complete the spreadsheet.
- When you learn that an employee is unable to complete the work you need to assign, you must notify HR. Our team will follow up to determine if the employee is eligible for a COVID-19 leave or use of any other leave provision.

We have attached an FAQ with further details and information to support this work. As this is entirely new work for us, we anticipate learning. We will update the FAQ as needed and share our learning!

**Social Distancing and Work Environment Requirements:**

As the building, or department supervisor, it is your responsibility to ensure that staff understand the requirements regarding social distancing and the working environment. Attached to this email is a critical document that has been developed to provide you a clear message to send all staff.

Review the Social Distancing and Work Environment Requirements for your responsibilities as an individual employee and as a supervisor. Please share the document, via email, with your entire staff.

Again, thank you very much for your leadership. Don't hesitate to ask follow up questions. We appreciate all the work you do with staff, students and families.

Respectfully,

Karen

*Karen M. Hardin*

*Director of Human Resources*

*Eugene School District 4J*

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**FAQ-Assigning Work.pdf**

76 KB



**Social Distancing - Workplace Requirements.pdf**

61 KB

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**Employee Recall During School Closure March 30-April 28, 2020**  
**(information provided is subject to revision)**

**Q. Who am I responsible for recalling?**

A. Your direct reports. For building administrators, this will generally include all staff in your building.

Please note:

- Nutrition Services supervisors will assign and deploy food service as needed. Please work directly with Holly Langan, Jill Cuadros, and Jose Alvarez if a need arises.
- Custodial Services will assign and deploy custodians as needed. Should a need arise, please work directly with Trevor White.
- SSD will assign and deploy health services personnel and other support staff as needed.

All staff, unless identified as otherwise, are considered to be in stand-by status.

**Q. What is stand-by status?**

A. Stand-by status means an employee is available for any work related communication and available to physically report, telework, or any combination with supervisor approval.

**Q. How should I contact my staff?**

A. All employees are expected to remain available during their regularly scheduled working hours via phone, text, chat program and/or email. Employees are expected to return communication within 20 minutes. Please work with your team to determine the most effective way to connect.

**Q. How will I track my communication with staff?**

- A. Human Resources has created a digital work assignment staff list for each building and department.
- B. You will access your staff list electronically, via Google Sheet to document work assignments and availability of staff.
- C. HR will regularly update information about approved leaves and monitor assigned staff across the district.

**Q. How will assignments for recall be determined?**

- A. Building administrators will work collaboratively with their level director or district leadership to determine the needs of their building and/or district programs.
- B. Department administrators and supervisors will work closely with their directors to determine needs of the department and/or district-wide programs.

**Q. How do I select staff for recall assignments?**

**For specific recall assignments**

- A. Some assignments will naturally fit with employees in their existing roles. For example, if you need financial information, you will work with your finance clerk or building secretary.
  - a. Special Education needs will be communicated to building administrators from the SSD administrative team.
  - b. Daycare needs will be communicated to building administrators by Brooke Wagner.
  - c. Nutritional needs will be communicated by Holly Langan, Jill Cuadros or Jose Alvarez.

- d. Instructional needs will be communicated by Instruction directors (i.e., Brooke Wagner, Jeff Johnson, Andy Dey).

**For general support recall assignments**

Depending on the task, you will recall staff for assignments in alphabetical order. If the first person is unavailable, document it and move on to the next person on the list until all assignments are made.

*Note: Some assignments may be one-day assignments, while others may be multiple days or ongoing. Use professional judgment when making assignments based on employee skillset.*

**Q. Can I assign work in my building/department based on need?**

- A. Yes. When the need for support arises at a district level, please work directly with your supervisor to determine priority.

**Q. Can I have my secretary assist me in making phone calls to staff?**

- A. No, calling an employee to work should come from their supervisor.

**Q. What if I call someone for an assignment and they say they can't/won't work?**

- A. Ask the employee why they are unable to report for the assignment.

(a) If the employee responds with something similar to:

1. "I just don't think it's safe", or "I have too much anxiety"

Gently remind the employee "A generalized fear of contracting COVID-19 is not justification for most employees not to return to work when called."

Then explain to the employee all staff are expected to be available to work unless on an HR-approved leave or the employee is using another form of protected leave (personal, sick or vacation).

(b) If the employee responds with something similar to:

1. "I'm experiencing symptoms consistent with COVID-19 (fever, coughing, shortness of breath) and am seeking a diagnosis" or "I have been advised by my health care provider to self-quarantine." or;
2. "I'm under a quarantine or isolation order by local, state or federal authorities." or;
3. "I need to care for a family member who has been diagnosed, is experiencing symptoms of COVID-19 or subject to a quarantine/isolation order" or;
4. "I am unable to work because of child care"

Inform the employee you will notify HR of the reason for absence and someone from HR will be in contact with them. Document this in the comment section on the work assignment sheet.

**Q. What if my employee tells me they are of "higher risk for severe illness" and can't perform the assigned task?**

- A. Notify HR via email at [hr@4j.lane.edu](mailto:hr@4j.lane.edu)

HR will work with the employee to determine which, if any, tasks would be appropriate

for assignment. If HR is unable to determine appropriate assignments for this employee, HR will work directly with the employee regarding the leave process. If a leave is granted, your building work assignment sheet will be updated by HR.

**Q. What if I can't get a hold of the employee?**

- A. If you do not hear back from an employee within twenty 20 minutes, send a follow up email to the employee requesting a return phone call. Then document NCNS (No Call/No Show) on your assignment tracker. Note: The district may pursue discipline for employees with multiple No call/No shows.

**Q. What if I need to send an employee home due to a fever?**

- A. In accordance with CDC guidance, staff that have or have had a fever must be fever-free for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) and be free of other symptoms (cough, shortness of breath) before returning to the building.

**Q. What guidance or rules do I need to follow regarding social distancing?**

- A. Guidelines regarding building use and social distancing protocols will be sent, via email, to all administrators no later than Friday, March 27. The guidelines should be emailed to your entire staff as soon as possible.

**Reminders**

- A. All classified employees are still required to take their breaks and lunches dependent on the number of hours they are assigned to work.

Length of work period	Number of 15 minute rest breaks required	Number of 30 minute (unpaid) meal periods required
2 hours or less	0	0
2 hours, 1 min to 4 hours, 59 min	1	0
5 hours to 6 hours*	1	1
6 hours, 1 min to 10 hours	2	1
* Employees working five (5) or more hours but less than six (6) may request or may be scheduled to receive a duty-free meal period of not less than thirty (30) minutes.		

- B. All staff in your building should be reminded about social distancing, cleaning their individual workstation before and after use and hand washing.

Social Distancing and Work Environment Requirements  
March 30 – April 28, 2020

**Please bring and use your own writing implement** to check in and out of your building.  
There will be no general usage of pens or pencils for staff.

**Building Hours**

- Monday – Friday, 7:30 – 3:30

**Notification of Building Administrator**

- You must notify your building administrator when you are going to be working at your site. You may not “just show up.”

**Entering Your Worksite/Building: ALL EMPLOYEES**

- **Main Entrance Only:** All staff are required to enter the building through the main entrance. You may not enter or leave the building through any other door.
- **Sanitize Your Hands:** Hand sanitizer is in the main office. You must sanitize your hands with the hand sanitizer provided after you have entered the building.
- **Sign-in:** All employees must sign using the sign-in sheet provided in the front office. It is imperative that we know who is in the building at all times. This will provide custodial staff information as to who has been in the building during the day and allow for targeted cleaning and disinfecting each night. You will also sign out when you leave the building. Please carry your own writing implement to sign in and sign out. There will not be one available for staff use.
- **Building administrators:** Please contact your custodial staff upon your arrival for a check-in. Let them know when you are leaving for the day so they know when they are able to clean and disinfect your main office space(s), etc.

**While Inside the Building**

- **Physical Distancing:** Maintain a 6-foot distance from others at all times.
- **Bathroom Usage:** Employees are to use staff restrooms only. Disinfectant spray and paper towels/rags will be available for you to use to wipe down common touch point areas before and after use.
- **Workspace:** As much as possible, please limit your work to your classroom or designated workspace. Refrain from using other worker’s phones, desks, or offices. Limit your use of other worker’s equipment, materials and supplies.
- **Use of Copier and General Office Space:** Wipes will be available to clean before and after usage of office copier or commonly used items. You must clean ALL equipment you use with the cleaner provided.
- Do NOT use the copier to print large copy orders. Contact your administrator to facilitate placing large orders.

**Leaving Your Worksite**

- **Sign Out:** All employees must sign out of the building prior to leaving.
- **Main Entrance:** All employees must leave the building through the main entrance.

**ALL EMPLOYEES  
MUST ENTER  
THROUGH THE  
MAIN ENTRANCE**

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**NO ENTRY  
THROUGH THIS  
DOOR**