

# WORKPLACE EXPECTATIONS FOR COMPREHENSIVE DISTANCE LEARNING/LIMITED IN-PERSON INSTRUCTION MODELS

All employees in the Dallas School District are expected to meet the following workplace expectations as a basis for continued employment:

## ***Comprehensive Distance Learning/Limited In-Person Instruction Model***

*All employees are expected to maintain regular working hours and be available for onsite work activities as required by administrative supervisors. Work hours may be off site with administrative approval. An off-site work location must be approved by the administrative supervisor. Each staff member is to devote his/her energy to the duties of the school during work hours. All employees shall be accountable for meeting the requirements of their job description including other duties as assigned within their job classification.*

## **COVID-19**

**For the latest information on COVID-19 in Oregon check the OHA website:** <https://govstatus.egov.com/OR-OHA-COVID-19>

*Staff should use sick leave when an illness may be contagious. Staff may be asked to go home if an illness could be contagious even if sick leave isn't available.*

## **Face Coverings**

*Employees are required to have a face covering with them at all times while at a DSD worksite and at any DSD sponsored event. Face coverings must be worn by employees working in DSD whenever 6-foot distancing cannot be reliably maintained between individuals, in corridors, restrooms, breakrooms, and common spaces as well as when entering and exiting a building. Face coverings are not required when alone at your desk or seated in a conference room that maintains social distancing.*

## **Attendance and Punctuality:**

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. *Working hours remain the same; however, the start and end times may vary as they fit within the building schedule and needs.*

## **Personal Appearance:**

The employee is dressed and groomed in a neat, clean, appropriate, and professional manner for the assignment and work setting. *If the work setting is home, this requirement is relaxed but still important for video conferencing.*

## **Confidentiality:**

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. *Extra care must be taken when working from home to maintain confidentiality of conversations and documents. Staff and student medical information or other confidential information is not to be discussed unless required by aspects of a job description.*

## **Following Policies and Directives:**

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities. *The employee is expected to diligently check email at least twice per day and establish necessary communication processes with his or her supervisor.*

## **Setting Appropriate Personal Boundaries with Students:**

The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and in the use of technology such as email, text messages, or social networking internet sites. *Parent or legal guardians must be aware that employee-to-student contact may occur electronically.*

## **Collaboration:**

The employee will maintain relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning. *The value of this within DSD remains of the utmost importance.*

## **Appropriate Use of Technology:**

The employee will use internet, e-mail and electronic communications with students only for educational purposes or sharing information about school-sponsored events. *When using shared electronics to communicate with students, provisions must be in place to secure parent and student contact information.*

## **Positive Communication:**

The employee will use Cooperative and Collaborative styles of communication and will not engage in Destructive communication strategies. Honesty in all situations is paramount. Dishonesty during an investigation can lead to dismissal. All personnel shall conduct themselves, off and on duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools. *The nuances of face-to-face communication can be lost in electronic communications. Employees must be committed to asking clarifying questions whenever needed. The principals of a solution centered, outward mindset are invaluable now more than ever.*

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

