

TO: All DFSE Unit Employees

FROM: Maysam Alie-Bazzi, Executive Director  
Nada Alamaddine, Director of Human Resources/Non-Instructional

SUBJECT: Deployment/New Assignment of Non-Instructional Staff during 2020-21 School Year

DATE: August 14, 2020

This memo is to inform you that there has been an ongoing discussion with the DFSE Union President, Mr. Alfredo Lerini, regarding the duties of non-instructional employees who will not be able to perform their normal job duties during the periods when instruction for students is taking place online or in person during the 2020-21 school year. This is part of the District's continuous effort to ensure that all employees continue to work and receive income during the periods when schools are not operating under normal circumstances. Therefore, there will be a necessary deployment or reassigning of duties for these employees to secure employment and to aid in the smooth operation of the new programs implemented in 2020-21 in accordance with the DFSE Contract, Article 6-6B.

## **Food Service Employees**

It is agreed that:

- All food service employees will be required to physically go to the assigned building and remain in the building for their profile hours.
- The food service manager shall assign alternate duties to food service assistants during their regular hours and when they complete their regular assigned duties. Alternate work could include, but not limited to sanitization, stocking boxes, etc.
- Food service staff can be relocated to the distribution locations (15 locations) based on their work building/location and not based on their home address.
- The Food Service Department will provide HR with a list of the employees who are not needed to perform their regular job duties and are available to assist at buildings where additional help is needed. These employees might be assigned duties that might not be within their normal work duties, but as comparable as possible.

## **Noon Hour Supervisors**

It was agreed that:

- Noon hour supervisors shall report to their assigned buildings regularly and stay physically in the building during their profile hours.
- Noon hour supervisors shall help in sanitizing the touchpoints at the building.
- Noon hour supervisors shall help in the learning labs if needed.
- Noon hour supervisors shall help direct the students, staff or parents if they were in the building.
- Noon hour supervisors shall do any assigned duties as assigned by the building administrator.
- If custodial work is needed and the noon hour supervisor agrees to it, the noon hour supervisor will be paid an additional 15 cents/hour or the 1st step rate of the Custodial pay rate whichever is higher.
- Principals will provide HR with a list of the employees who are not needed in their buildings to do any alternate duties. These employees might be asked to assist at other buildings where additional help is needed.

### **Bus Attendants**

It was agreed that:

- Bus attendants shall attend the Transportation Building every day during their regular work hours.
- Bus attendants shall help sanitize and do alternate work needed around the transportation building including assisting drivers in sanitizing buses.
- Bus attendants shall be available to go to buildings where additional help is needed. Ms. Jodi Marshall will provide HR with a rotating schedule along with the names of these employees.

### **Bus Drivers**

It was agreed that:

- Bus drivers shall attend the Transportation Building every day during their regular work hours.
- Bus drivers shall sanitize buses.
- Bus drivers shall be available to assist in alternate duties as assigned by their supervisor.
- Ms. Jodi Marshall will provide HR with a rotating schedule along with the names of the employees that are available to assist at other locations..

### **Secretaries/Receptionist/Media Secretaries**

It was agreed that:

- Secretaries shall work from home and at the building on a rotating schedule set by the administrator.
- Any secretary who is not needed at the building where she/he is assigned, could be assigned to a building/department that needs additional help. For example, scanning at the Accounting Department, answering phones at Student Services, scanning at Payroll, etc.
- If media secretaries are not needed at their assigned building/s, the principal will let the Director of Technology know to assign them duties in the technology department.
- Principals will provide HR with a list of the clerical staff who are not needed in their assigned buildings.
- The Director of Technology will provide HR with a list of media secretaries who are not needed in the technology department.

### **Technology Department (Media Techs, Computer Techs, HelpDesk, Inventory Specialist)**

- All Technology Department employees will follow the instructions given to them by the director of the Technology Department.
- All Technology Department employees will assist in all functions of the Technology Department.
- The Director of Technology will provide HR with a list of employees who are not needed in the technology department.

### **Paraprofessionals/Instructional Techs**

- All paraprofessionals and instructional techs shall follow the instructions given to them by the Special Education Department.
- The Special Education Department shall provide HR with a list of paraprofessionals and instructional techs who are not needed in their buildings.
- Paraprofessionals and instructional techs shall be available to go to buildings/Departments who need additional help. The Special Education Coordinator will provide HR with a list of the employees who are not needed to perform their regular job duties and are available to assist at buildings where additional help is needed. These employees might be assigned duties that might not be within their normal work duties but as comparable as possible.

**We will do our best to accommodate and work with employees who are unable to perform their normal job duties and asked to do alternate duties at other locations.**

**Employees who are unable to perform their normal job duties and not willing to assist doing alternate duties will use vacation and no-pay on the days that they are not working. Employees will need HR approval to be on no-pay.**

**All employees should start working on their online badges during any available time and before they are sent out to assist at other locations.**