

Enactment of Board Resolution

March 20, 2020

With the enactment of the TCSC Board Resolution passed on March 20th, 2020, the following Levels of Essential Staff will be instructed not to report to work effective Monday, March 23, 2020: Levels C, D, and E.

Those employees in these Levels who are Certified Employees will be instructed to work from home, be available for instructions and duties that can be performed at home or electronically, and be available for any electronic meetings or conferences as directed by the Superintendent or their immediate Supervisor.

Those employees in Levels C, D, and E who are hourly employees will be given the opportunity to voluntarily report for work and will be assigned duties as they are available and will be provided an additional \$2/hour for those hours worked in addition to their regular base/hourly pay. Those individuals in Levels A and B who are hourly employees will receive the additional \$2/hour for the hours worked.

In addition to the operations of the Administration Office, the essential duties to be performed include facility maintenance and food services for students at home because of the school closing.

As the situation develops, additional personnel at Level B may be instructed to work from home. Some modifications may be required for certain classifications of employees.

Essential Staff

Level A	Central Office Administrator, Central Office Support, Head of Maintenance
Level B	Building Principals, Building Secretaries, IT Director
Level C	Assistant Principals, Counselors, Treasurers, Other Office Personnel
Level D	Custodians
Level E	Instructional Assistants, Bus Drivers, Cafeteria Managers and Workers,