

ACSA Region 4 Human Resource Message Board for Fire Recovery

Note: The information here is not intended as legal advice. Information that contributors add are subject to editing.

Name/Title/District/Email	Issue or Question
<p>Nicole Glentzer Assistant Superintendent Human Resources Ukiah Unified School District nglentzer@uusd.net</p>	<p>Tracking of Displace Employees: We've created a Google Sheet to track staff and students who have displaced. It's helped us to know what resources to deploy and support to give.</p> <p>Pay for Employees While School is Closed: Schools were closed for a week. Employees will get paid for time they would have worked. Office staff, administrators, and M&O staff were still required to report to work, if they could. They will not get paid any more for having reported to work.</p> <p>Preparation to Restart School: The Friday before we reopened schools we held staff meetings at each site. Every employee from the site was asked to attend if they could. At the two most impacted sites we had a Marriage and Family Therapist attend the meeting. She opened the meeting with having people share what they were feelings. It was very helpful to get help staff grieve flush out their own emotions before facing students.</p> <p>Personal Leave: Our contracts allow employees to use 10 days of sick leave for personal necessity leave. Those who have lost homes may need to take more than 10 days to re-establish a home. School and College Legal Services wrote an update on this matter that is very helpful. They have given me permission to share their the update in this message board, Click here for the update.</p> <p>Additional Subs/Coverage:We have hired additional subs to be on-call on the first day back from school. This has been helpful since a few people didn't report their absence and at least one is exhausted from the turmoil of being evacuated and can't work the full day. District TOSAs and administrators were deployed to sites for extra support to start the school day and remain on call to cover a class if need arises during the day.</p> <p>Counseling Support: We've also "borrowed" counselors from neighboring districts and outside agencies to be at school sites for additional counseling support.</p> <p>Employee Assistance Program: Many employees are emotionally devastated and may need counseling support. We have reminded our employees that if they are insured by the district they can access free counseling support through our Employee Assistance Program (EAP). (If you are unsure what an Employee Assistance program is, click here to see information on the UUSD EAP. Keep in mind that the contact</p>

information will be different for each district.)

We've emailed our employees information on disaster relief funds they may be able to receive from their unions. Here are the two funds I'm aware of.

[CTA Disaster Relief Fund](#)

[CSEA Humanitarian Assistance](#)

[CSEA Disaster Assistance](#)

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<p>Rob Martinez Assistant Superintendent Human Resources Fairfield-Suisun Unified School District robm@fsusd.org</p>	<p><u>Covering Absences:</u> We closed two schools on Tuesday, 10/10/17, and had many teacher and student absences. This created a high demand for in-lieu sub-coverage. We are crafting an agreement with our Teachers Union to waive the cost of “in-lieu” and classroom overages, in-trade, for not billing sick leave for absences of our teachers on these days, district-wide, due to the fires.</p> <p><u>Closed School and District Days:</u> We closed schools and District departments from 10/11-10/13, and we are not charging sick leave for any of those absences, unless the person was on a pre-approved “vacation” and or “leave” for illness or other issue.</p> <p><u>ACSA Support:</u> I was communicating with Wes Smith, Executive Director of ACSA, and spoke to him Wednesday afternoon. I'm sharing the email from him that was sent on Wednesday afternoon: http://mailchi.mp/acsa/i1cx3ew4p3-1058905?e=8ea1e8052a</p> <p><u>Social Media/Communication:</u> In addition to email, and “all-calls” we were using Facebook and Twitter to get quick information to our communities, employees, and to share updates regarding information from the Office of Emergency Services, local Police, CalFire, and updates on the air quality.</p> <p><u>Hourly Employees:</u></p> <ul style="list-style-type: none">• We have decided to pay our classified hourly employees their “average” daily hours for the days that they

	<p>were not allowed to come to work</p> <ul style="list-style-type: none"> • We are tracking all permanent classified workers for work that they performed during the time that others were excused, and will be paying them accordingly for either “extra hours” and or overtime rates if they worked on the weekend. • We are allowing certificated subs, who have built up a bank of sick leave hours, to use those sick leave hours on these days to make up for potential lost pay, though we are not paying subs for the time they might have worked.
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<p>Laura Sleeper Director of Human Resources Willits Unified LauraSleeper@willitsunified.com</p>	<p>Pay for Employees While School is Closed: Many of our hourly classified have shared concerns about not working (and not getting pay?) last week because of closures. We are paying all employees for the regular scheduled hours for last week. Any classified who responded during the crisis is being paid supplementally, drivers for bus evacuations, food service for the evac center, etc.</p> <p>Personal Leave: Our Board can authorize the use of sick leave for other matters. We will get those requests approved as they are requested.</p> <p>Counseling Support: We have shared our counseling staff with the neighboring district, whose need is greater at this time. We still have counselors in district available, even with the sharing.</p> <p>Air Quality; Site Admin are monitoring air quality for student activities.</p> <p>Staff and Student/Family Support: Site Admin are talking to all staff to assess need in District. Students and families are being contacted to assess need. The District is coordinating efforts for our staff and students with targeted assistance.</p>

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<p>Jason Lea Assistant Superintendent-Human</p>	<p>Pay for Employees While School is Closed: SRCS is still close until 10/23 at this point. We have teachers, classified employees, and families who lost their homes and are still evacuated. We are paying certificated</p>

Resources
Santa Rosa City Schools
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employees for the time missed due to closures. We are working with our CSEA to look at comp time for those who have been working during the closures. We have custodians who worked at school sites, CNS employees feeding people on school site, and various district office employees.

We have done MOU's with both associations to extend the number of days member can use for recovery. Teachers up to 10, and classified 7 currently. We are also working on a Temporary Fire Relief Bank for all units, which should be ready to release tomorrow.

Preparations to Restart of School: SRCS is currently having their sites assessed for the level of abatement needed before reopening. We have schools that have a high, medium, and low impact schools. We will know more about what work needs to be done to reopen tomorrow.

Substitutes: We will be paying subs who were assigned jobs during the closures. Also, those subs who were in long term positions are being included in reopening staff activities to make sure they are ready to greet students when they return.

EAP: We will be getting info out on our EAP program to our staff. We also received word from Magellan, EAP provider, that they are providing free services right now to all impacted by the fires regardless if they actually have the program.

Counseling Services: SRCS is working with our own staff and SCOE to provide services to students and staff once we return. We are meeting with this staff Thursday in conjunction with SCOE to ready teams to work at sites as we reopen.

How are you folks handling these two things? Paying subs who are in long term jobs or accepted jobs during closures? Also, what about employees who put in vacation days or Personal Necessity Days during closures?

Answering to above questions: Rob M in FSUSD--We will pay the long-term subs who were in the middle of assignments. We will not be paying day-to-day subs for days that we needed to cancel at this time. If someone was already on a medical leave, personal necessity leave, or approved vacation, there was not

an expectation that they would have been at work, so we are letting those pre-approved leaves, and or vacations to stand.

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<p>Mary Berkey Director of Human Resources Windsor Unified mberkey@hotmail.com</p>	<p>Pay for Employees While School is Closed: Schools were closed last week and today. Staff will return Tuesday and Students will return Wednesday. We have confirmed that no employee will lose pay or STRS/PERS contributions during mandatory closing. We are looking at time cards for those who were required to come in while the District was shut down.</p> <p>Preparation to Restart School: Tuesday is a staff only day. We have asked everyone that is safe and able to please attend. We had a meeting last Friday to review information with managers and psychologists and our Superintendent put together an agenda template for the sites. We have used our website (wusd.org), our facebook page (@windsorunified), email and Blackboard to do as much outreach as possible. We have made personal calls to all staff who lost their homes. We are pushing out resources in every format we can think of, including having paper ready to go.</p> <p>Personal Leave: Our contracts allow employees to use 7 days of sick leave for personal necessity leave. We are developing MOUs with our Bargaining Units and Resolutions with our Board for unrepresented employees to extend the use of PN this year to all accumulated sick leave and we are working to create a Temporary Fire Relief Leave Bank for those that may need it.</p> <p>Additional Subs/Coverage: We have asked employees to put their absences into Aesop or call Human Resources so that we can. We had asked site leaders to reach out to their staff last week and continuing this week so that we have a pretty good idea of what we will need. After we see what tomorrow looks like, as far as attendance, we may have to deploy administrators also.</p> <p>Employee Assistance Program: We have emailed, posted on the website and posted on facebook our EAP information. We passed out cards to managers and psychologists and encouraged them to give out the number</p>

and information frequently.

We've emailed our employees information on disaster relief funds they may be able to receive from their unions. Here are the two funds I'm aware of.

More Resources: We have taken every resource that has been provided for us and attached it at the top of our Human Resources page on our website (wusd.org). I have them all as PDF's and can share from the list below.

- [Fire and Post-Fire Resources](#)
- [What to do: Before, During & After a Fire](#)
- [Emotional Recovery After a Disaster](#)
- [Working With Insurance Companies and Personal Finances After a Natural Disaster](#)
- [Pets & Animals & Disasters](#)
- [Employee Assistance Program](#)
- [Helping-Children-After-A-Natural-Disaster-Educators-Parents](#)
- [After the Fire-Citizens Assistance Packet](#)

This next link in English & in Spanish is a resource that staff may use for themselves and share with parents.

- [Parent-Guidelines-for-Helping-Children-Impacted-by-Wildfires](#)
- [Parent-Guidelines-for-Helping-Children-Impacted-by-Wildfires-Espanol](#)

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Linda Scheele Assistant Superintendent Human Resources Petaluma City Schools lscheele@petk12.org	Employees being paid: Employees who were available to work are being paid, whether they worked or not during our school closures last week. Those who had pre-scheduled vacation or PN and were not available to work are having their vacation or PN charged. Those on long-term leave have no change because it would interfere with SDI that they are receiving. Comp time: Classified employees who worked during school closures, such as district office and grounds and maintenance

will receive one hour of comp time for each our worked.

Paying subs:

After considerable discussion we elected not to pay subs because paying people for work they did not perform seemed like a gift of public funds since they are not our permanent employees.

Leave Time:

We are discussing with our bargaining units whether to create a temporary fire relief bank, or do an MOU to allow greater use of PN time. Thankfully, we have only a few employees directly impacted by the fires compared to some of our neighboring districts.

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