

WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

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Human Resource Services

Leanee Medina Estrada
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Tom Pritchard, Superintendent

March 13, 2020

Dear WJUSD Employees,

The intent of this communication is to address questions and to provide clarity regarding work calendars and pay. As you are aware, WJUSD has closed schools from Monday, March 16 through Sunday, April 19.

Contracted bargaining unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of the closure. Payroll will be processed for March, as it would have been without the closures.

The District appreciates the collaboration with its labor groups. **If there are specific questions about these expectations, please confer with your direct supervisor.** Site administrators will be on site next week.

The District understands that there are many questions and more will arise. The District will meet with the representative labor groups to discuss any future concerns **or the needs for any changes to our current staffing plans.** As we work through this situation, management and respective unit leadership will provide additional updates.

The following provides guidance for employee groups as to the expectations for next week and the duration of the closure:

CSEA – All M&O Staff: Employees that work in Maintenance and Operations positions including Grounds and Custodial are expected to report to work next week and for the duration of the closure. The work schedule will be the same as the work schedule followed during summer and spring break periods. All employees should report to work at 6:30 a.m. Full time employees will work until 3:00 p.m. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

CSEA – Nutrition Services: **The District will provide lunches to our students throughout the closure period.** Employees that work in Nutrition Services are expected to report to work next week **to their production sites** at their regularly scheduled work hours and for the duration of the closure. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

CSEA – All School Site Clerical Staff: Employees that work in clerical positions in schools are expected to report to work next week. This includes clerical staff in Food Service, Maintenance & Operations, and Preschool Departments as well as Registrars and Bookkeepers. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor. More information will be provided in the next week regarding work schedules for the remainder of the closure.

CSEA – Transportation Staff: Employees that work in Transportation are expected to report to work next week. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor. More information will be provided in the next week regarding work schedules for the remainder of the closure.

CSEA – All District Office Staff: Employees that work in the District Office are expected to report to work at their regular work hours for throughout the closure period. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

ALL OTHER CSEA EMPLOYEES NOT MENTIONED ABOVE: Employees not in the groups listed above are **not** expected to report to work. If there are exceptions to this expectation, the District will confer with individual employees and CSEA leadership.

WEA: All WEA employees are expected to report to work at their regular location on Monday, Tuesday and Wednesday next week. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor. More information will be provided in the next week regarding work schedules for the remainder of the closure. ***We ask WEA employees not to return to their school sites after Wednesday, March 18 to allow custodial and maintenance staff to clean our facilities. We ask that WEA employees not return to school sites after Wednesday to ensure that disinfecting efforts are not compromised.***

Confidential Employees: All confidential employees are expected to report to work for their regular work hours for throughout the closure period. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

Classified Special Project Program Managers: Employees in these classifications that work at a school site are NOT expected to report to work. Employees in these classifications assigned to the District office are expected to work their regular hours throughout the closure period. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

Certificated Administrators and Classified Management: All confidential employees are expected to report to work for their regular work hours for throughout the closure period. If there are specific circumstances or questions regarding this expectation, please confer with your direct supervisor.

Substitute Employees, Short-term employees and Individuals Employed under ONLY a Variable Service Agreement: Employees in these groups are **not** expected to report to work ***with the exception of*** substitutes scheduled for Maintenance & Operations and Nutrition Services assignments during the closure.

For any additional questions, please contact your immediate supervisor.

Sincerely,



Leanee Medina Estrada
Assistant Superintendent, Human Resources