

# WIRT COUNTY SCHOOLS ALTERNATIVE WORK SCHEDULES, MODIFIED WORK ASSIGNMENTS, VIRTUAL/TELEWORKING, ALTERNATIVE WORKSITE Procedures, Emergency School Closings, A-02

## I. PURPOSE

On March 13, 2020, the Governor of the State of West Virginia closed schools throughout the State in response to the COVID-19 pandemic.

The members of Wirt County Board of Education and the Superintendent of Wirt County Schools are committed to protecting the health, safety, and welfare of our students, our employees, and our community. This procedure is implemented in response to the United States Center for Disease Control's Considerations for School Closures document and its guidance for mass gatherings and social distancing and the Governor of West Virginia's Executive Order No. 9-20.

Alternative worksites and modified work schedules are an effective way to ensure that students continue to receive effective instruction during the physical closure of school buildings. Instructional delivery and support outside of the school building can be accomplished through virtual instruction or teleworking. These procedures ensure that district employees can continue to support students by ensuring the continuity of education, child-nutrition programs, and social services.

Pursuant to West Virginia Code §18-4-10(11), the county superintendent shall, in case of emergency, act as the best interests of the school demand. Accordingly, in acting in the best interests of Wirt County Schools and in compliance with the directives of the Governor and the guidance from the State Superintendent of Schools, the Superintendent of Wirt County Schools hereby implements this Emergency Temporary Operating Procedure.

The Superintendent of Wirt County Schools may amend or terminate these procedures at any time.

## II. DEFINITIONS

A. Virtual/distance learning/instruction or Tele learning is the temporary provision of instruction to students through means other than in a school or classroom setting.

B. Alternative worksites are temporary locations, other than the employee's designated school or office, where the employee agrees to be assigned to perform duties.

C. Modified work assignments are temporary job duties that may, or may not, meet the precise definition of the employee's regular assignment and/or classification.

## WIRT COUNTY SCHOOLS ALTERNATIVE WORK SCHEDULES, MODIFIED WORK ASSIGNMENTS, VIRTUAL/TELEWORKING, ALTERNATIVE WORKSITE Procedures, Emergency School Closings, A-02

D. Modified work schedules are temporary schedules that may or may not meet, but shall not exceed, the employee's regularly scheduled workday.

E. Teleworking is the practice of temporarily working from a remote workplace, such as home or an approved alternate location, using telephonic or internet communication instead of commuting to a designated school or office.

F. Virtual/distance learning is the practice of providing instruction through web-based activities, videos, virtual documents, instructional support systems to students by teachers and instructional staff. Not limited to any one course but is a combination of educational courses or lessons.

### III. IMPLEMENTATION

A. Central Office staff and other administrative staff shall comply with directives of their supervisors in performing assigned duties and responsibilities and may be required to forward their office telephone calls to a personal device making themselves available for calls throughout their regular or modified workday.

B. School-based staff shall comply with the assignments and schedules provided by their supervisors.

C. All providers of services to students with special needs, including related service providers, shall review each student's Individualized Education Plan, and continue to implement and comply with the Plan, where feasible and appropriate.

D. All providers of mental health services and health care plans shall review each student's plan and continue to implement and comply with the plan, where feasible and appropriate.

E. School-based staff should determine each student's capability to access online learning tools and ensure that students without Internet and/or technology access have materials available to continue their learning. (May include computer/USB or paper product.)

F. School-based staff should determine needs as per student eligibility for McKinney Vento supports. Materials and supplies will be provided, as feasible and appropriate.

## WIRT COUNTY SCHOOLS ALTERNATIVE WORK SCHEDULES, MODIFIED WORK ASSIGNMENTS, VIRTUAL/TELEWORKING, ALTERNATIVE WORKSITE Procedures, Emergency School Closings, A-02

G. School-based staff should monitor and verify each student's participation in instruction and need for assistance, through electronic, telephonic or other appropriate means, where feasible and appropriate.

H. School-based staff should address the extent to which student participation is within the student's control as to the time, pace, and means of learning and modify the workday, as appropriate.

I. School-based staff should provide effective notice to students/parents/guardians of the schedule for alternative learning instruction and assistance.

J. Employees and/or students/parents/guardians requiring assistance with technology can request training from the WCS Department of Technology by calling the number listed on the WCS website.

K. For each week that schools remain closed, each administrator and staff member shall reflect upon and modify programs, as needed.

L. All school personnel are reminded that they continue to be persons mandated to report suspected abuse and neglect. If you have reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observe a child being subjected to conditions that are likely to result in abuse or neglect you shall immediately, and not more than 24 hours after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources at 1-800-352-6513. In any case, where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall report this to the State Police and to any law-enforcement agency having jurisdiction by calling 9-1-1. In addition to this mandatory report, you shall immediately notify the person in charge of the school.

### IV. AGREEMENT

A. Supervisors shall work with each employee to arrange modified assignments and/or work schedules, as necessary, to ensure that the employee meets their contracted hours.

B. Any employee who is ill or otherwise unable to perform their duties shall report their absence to their immediate supervisor and in the Eschool Solutions system. If the employee has been determined to be essential personnel, logging into the system will

WIRT COUNTY SCHOOLS ALTERNATIVE WORK SCHEDULES, MODIFIED  
WORK ASSIGNMENTS, VIRTUAL/TELEWORKING, ALTERNATIVE  
WORKSITE Procedures, Emergency School Closings, A-02

ensure that a substitute employee is assigned, if deemed necessary by the employee's supervisor.

C. Service personnel shall continue to complete timesheets for each workday.

D. In accordance with the March 18, 2020, directive of the Governor, no employee will be charged with use of personal leave, until further notice.

E. The provisions contained herein are extraordinary measures designed to ensure the continuity of instruction and the district's child nutrition program, but also to ensure that district employees continue to receive compensation. It is the expectation of the Wirt County Board of Education and the Superintendent of Wirt County Schools that all employees demonstrate responsible citizenship by maintaining a high standard of conduct and continue to serve as role models in our community. During normal workday hours, you are expected to abide by these procedures and the directives of state and local officials. Any employee who knowingly and intentionally violates the provisions of this procedure may be subject to disciplinary action.

Enacted: March 19, 2020

Amended: March 23, 2020

Approved: March 24, 2020