



WINOOSKI SCHOOLS
We are the future.

RELATED BOARD POLICY: PG 2.2 - TREATMENT OF STAFF

WSD PROCEDURE PG2.2-P1

APPROVAL DATE: 4/9/2024



Superintendent Signature

WORK DURING EMERGENCY AND WEATHER-RELATED CLOSURES

On October 25, 2023, HR issued guidance suspending COVID-era remote work practices. The expectations laid out continue to be in place. This guidance addressed the general case of when school is in session, but it did not go into detail about emergency situations such as weather-related closures. Please see the same communication below with an addendum.

Original Language:

“Over the past few years, several accommodations were made in response to ongoing pandemic-related challenges to our workforce. One important accommodation was the option to carry out remote work in situations or roles where this was feasible.

As we move into a new sense of normalcy, it is our intention to remain supportive of the needs of staff while ensuring that we maintain consistency of expectations for all in an organization which offers services primarily in person. For this reason, we are ending the pandemic-issued guidance on remote work.

For specific situations, please refer to our Collective Bargaining Agreement for recourse related to extenuating circumstances, including health-related matters. Administrators are reminded not to exercise discretion outside of the Agreement and without explicit authorization from the superintendent.”

ADDENDUM

During emergency or weather-related closures and when the educational program is otherwise suspended during the school year, union positions that are not primarily student-facing (see definition and list below) may be approved by their respective supervisor to continue to work remotely during the duration of the announced emergency if coming to the office poses a realistic risk. If approved, the employee must maintain uninterrupted availability during the specified hours.

A non-student facing position is one whose job duties on a regular basis are performed regardless of whether school is in session and one that provides a benefit to the district that is not substantially reduced by the absence of students or families. Positions within this category are:

- JFK Office Assistant
- MHS Office Assistant
- Student Services Office Assistant
- Curriculum and ML Office Assistant
- Registrar
- Webmaster, Data, and PowerSchool
- Payroll
- Administrative non-union employees authorized by the Superintendent.