

Good evening, Everyone. After careful consideration, **Redford Union Schools' instructional staff will continue to have the OPTION to work remotely from their homes within Michigan from Wednesday, December 9, 2020, through Friday, January 8, 2021.** As of now, **instructional staff should expect to return to work on-site as of Monday, January 11, 2020, and make plans accordingly.**

Please know **the District still believes our students are best served when instructional staff are safely working on-site** from our school buildings for a variety of reasons which is why we want to continue to allow instructional staff regular access to their classrooms. Most notably, it is not feasible for **the District to ensure all students are receiving the equivalent of a full year's instruction when instructional staff are fully remote** from their homes rather than reporting on-site for a majority of the workweek. Further, **the District has put protocols in place and invested significant financial resources to provide a safe work environment for staff** whenever they are on-site, **and these efforts will continue.** Nonetheless, the District will continue to provide instructional staff with the OPTION to work remotely from their homes on the scheduled school days during the time-period above.

The work schedule **plan for non-instructional staff and administrators** continues to be as follows:

1. **Custodians, maintenance workers, and/or hall monitors (or other employees currently working in that capacity)** should plan to report on-site to work given the nature of their primary job responsibilities;
2. **Non-instructional support staff such as secretarial staff** are being provided with the OPTION to work remotely from home provided the employee's job responsibilities are fully accomplished remotely (**Note:** Staff in these positions who choose to work remotely must submit a remote-work plan and schedule to their supervisor for consideration and approval); and
3. **Administrators** will have the OPTION to work remotely from home on Tuesday and Thursday of each week, but, if possible, should plan to be on-site within their buildings or the District for the remainder of the workweek unless otherwise arranged.

Again, all staff choosing the OPTION to work remotely are expected to fully satisfy the requirements of their respective position(s).

I know this continues to be a time of uncertainty for everyone, and, unfortunately, even more for some. I also recognize positive things have still been taking place within our District and virtual classrooms despite the challenges the COVID-19 virus has presented to us.

Please remain Panther Strong throughout this Christmas and Winter Holiday Season. Stay Healthy and Win the Day!!

Jasen M. Witt, *J.D.*
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