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Sent: Monday, November 16, 2020 5:34 PM

Subject: Important Notice: Work Schedule

Hello, All. After careful consideration, **Redford Union Schools' instructional staff will have the OPTION to work remotely from their homes beginning tomorrow (Tuesday, November 17th) through Tuesday, December 8th.** Please know the District still believes our students are best served when instructional staff are working on-site from our school buildings for a variety of reasons. Most notably, **the District is not in a position to insure all students are receiving the equivalent of a full year's instruction when instructional staff are fully-remote** rather than on-site for at least the 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 provide instructional staff with the OPTION to work remotely during the above time period.

The work schedule **plan for non-instructional staff and administrators** is 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 able to be 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.

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

I recognize that this continues to be a time of uncertainty for everyone, and I also know some great things have still been taking place within our District and classrooms despite the challenges this virus has presented to us.

Stay safe and stay healthy!!

Jasen Witt