

Good morning,

Beginning today through the end of day, Tuesday, March 17th, we will be limiting access to our offices, Central and Glenmont. There will not be any face-to-face meetings or professional development activities held through at least April 3rd. Our buildings will remain open for any that are required to be there.

However, beginning Wednesday, March 18th, we will be initiating an offsite work plan. We will not be closed. Staff are expected to support districts and schools as they normally would, but in a different way. Please see below the *Expectations and Responsibilities While Off-Site* from the ESC administrative guideline. It addresses confidentiality of communications, recording time worked, timely communications, and more. While this will be a big change from our typical operations, we are confident that we have the ability to make this happen in an efficient and effective manner.

All external phone calls to the ESC will be directed to the phone tree, as they are now, but callers will be asked to leave a voicemail message. The technology staff have turned on a support feature in which all voicemails will be emailed to your work email address. Our technology staff also are preparing to support you and your needs remotely during this time. Directions from their office will be forthcoming. It is imperative that you check your email continuously while working offsite – to support districts and their needs and to stay up-to-date on any further developments regarding these new conditions.

Our fiscal and payroll offices will continue to function whether here or offsite.

If you have any questions regarding any of these changes, please work with your immediate supervisor. They will reach out to the appropriate personnel for answers to questions.

Thank you.

Expectations and Responsibilities While Off-Site (from AG1435/AG4435)

Employees who work off site are required to take all necessary steps to protect the confidentiality of their working materials. Supervisors who submit a request for an employee to work off-site should indicate in their written request how they intend to maintain the confidentiality of their work.

Employees working off-site are required to record their time worked. The ESC trusts that employees will honestly report time worked while off-site. Failure to accurately report time worked will be grounds for discipline, up to and including termination.

One drawback to off-site work is that communication with supervisors and co-workers can become more difficult. As such, employees who work off-site for more than one week are required to correspond at least weekly with their supervisor to discuss tasks completed and any other pertinent matters. Employees are also expected make themselves available for communication with other employees during all regular working hours. If an off-site employee will not be available, s/he needs to communicate the fact to his/her supervisor, including how long and why s/he will not be available. Employees are expected to make themselves available at all times for emergencies, or otherwise will be expected to use paid leave to cover the absence.

Employees who work off-site are expected to be as productive as if they were working on-site. Employees whose quality or quantity of work declines while working off-site will be required to conduct all work responsibilities at work, and may be subject to discipline.

The Superintendent (or Treasurer/CFO, in the case of fiscal employees) retains the right to direct the work of employees at all times, regardless of the location they conduct their work. The Superintendent (or Treasurer/CFO) always maintains the right to direct an employee to return to his/her regular premises to conduct work, with or without cause.