



## THE SCHOOL DISTRICT OF LEE COUNTY

2855 Colonial Boulevard, Fort Myers, FL 33966

## WORKFORCE PLAN

March 23 – 27, 2020

Employee Group	Plan
Instructional Staff* (196, 201, 206, 216)	Report to work virtually – onboarding and planning
School Based Administrators	Report to school/work site
School Secretaries and Clerk Typists	Report to school/work site
School Bookkeepers	Report to school/work site
Custodians	Report to school/work site
Information Specialists	Report to school/work site
Network Support Specialist/Tech Specialists	Report to school/work site
School Nurses	Report to school/work site
Food Service Workers	Plans are still being developed; no reporting for work this week. (Staff working to distribute meals to students should report to assigned site.)
Paraprofessionals (Clinic, Media, ESE, ESOL, Edu, Early Childhood Attendants)	Plans are still being developed; no reporting for work this week
School Bus Operators; School Bus Attendants	Plans are still being developed; no reporting for work this week
Security Specialists	Plans are still being developed; no reporting for work this week
All 255-day personnel and full & part time regular staff not listed above	Report to school/work site

\*255 teachers follow FLDOE and/or supervisor guidelines

Thank you for your patience as we continue to make plans for our employees to serve students and further the District's mission while our facilities are closed. The work groups listed above that are designated to report to work should do so on Monday, March 23. While it is the District's intention to have all employees engaged in meaningful work during this closure, we are delaying the return of several work groups until the plan for work to be performed is completely developed. ***If you have any questions about whether you are responsible to report to work on Monday, please contact your supervisor.***

Whether working at a physical location or remotely, employees actively working should follow standard rules related to absence reporting. There is no leave required for employees who are not required to work during the week of March 23<sup>rd</sup>.



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As we have communicated previously, pay will continue for all regular full and part time employees, as well as level two guest teachers. Professional bus operators will be paid for the time reflected by their RTM, up to eight hours. Guest teachers, substitutes (including substitute bus operators) and temporary hourly workers (such as adult education and after school programs) will not be paid. Since food service employees are not required to report to work the week of March 23, those that report to work to distribute meals to students will be paid a bonus equal to their regular hourly rate for the hours worked, with applicable overtime.

[CDC recommendations](#) should be followed at work sites at all times. Working remotely is encouraged when possible.

Contracted services who are working with ESE students will continue to work and be paid.