



STAFFING GUIDELINES

Effective 03/23/2020- through Coronavirus (COVID-19) Pandemic Closure

Employee Type	Authorized to work or continue to hire, transfer, change assignments during the closure	Notes	Action
Regular part-time and full-time employees.	Yes, as per Superintendent's Workforce Plan for each employee work group.	Effective dates for hire, transfer, and assignment change date may be impacted by closure: <ul style="list-style-type: none"> ▪ If employee group is scheduled to work during closure, may proceed with effective date as normal. ▪ If employee group is not scheduled to work during closure, effective date will be delayed until employee group resumes working. 	Standard procedures for advertising, voluntary and involuntary transfers, and hiring will apply.
Open-End Teachers	Yes, at Principal discretion.		If Open-End services are no longer needed, please request a PAF to end the assignment.
Long-Term Guest Teachers Level II	Yes, at Principal discretion.		If Long-Term Guest Teacher Level II services are no longer needed, please request a PAF to end the assignment. Schools should work with Payroll to ensure appropriate Guest Teacher hours are reported in LMS.
Long-Term Guest Teachers Level I	No, unless approved by Executive Director.	Schools have been asked to utilize non-classroom instructional staff (i.e., resource teachers) to provide remote instruction during teacher absences and for vacant positions previously filled by a Long-Term Guest Teacher Level I.	Copy of Executive Director email approval should be forwarded to HR Staffing Specialist and LMS Payroll Specialist. Schools should work with Payroll to ensure appropriate Guest Teacher hours are reported in LMS. If Long-Term Guest Teacher Level I services are no longer needed, please request a PAF to end the assignment.
Day to Day Guest Teachers	No, unless approved by Executive Director.	Schools have been asked to utilize non-classroom instructional staff (i.e., resource teachers) to provide remote instruction during teacher absences and for vacant positions previously filled by a Long-Term Guest Teacher Level I.	Copy of Executive Director email approval should be forwarded to LMS Payroll Specialist. Schools should work with Payroll to ensure appropriate Guest Teacher hours are reported in LMS.
All other Casual/Hourly/Substitute & Temporary Support Staff	No, unless approved by Executive Director.		Copy of Executive Director approvals should be forwarded to HR Staffing Specialist.