


INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Superintendent

**TO:** Classified Employees

**DATE:** March 14, 2020

**FROM:** Megan Reilly,   
Deputy Superintendent, Business  
Operations

**SUBJECT: WORK ASSIGNMENTS FOR CLASSIFIED EMPLOYEES DURING SCHOOL CLOSURE**

Effective Monday, March 16, 2020, school classrooms will be closed for a two-week period. During this shutdown, in general, classified employees will not be expected to report to school sites. The following exceptions will apply in order to ensure the continuance of certain critical functions:

- Maintenance and Operations: Plant Managers, Assistant Plant Managers, Building and Grounds Workers, Early Education Center Attendants and School Facilities Attendants – Will need to report to work to open and close campuses, perform regular, deep cleaning, and other related tasks.
- School Administrative Assistants, Continuation School Office Managers, Early Education Center Office Managers and other Time Reporters– Will need to report to work during the two week shutdown for one or two days, as they determine is needed, to complete payroll time reporting.
- Financial Managers – Will need to report to work during the two-week shutdown one or two days, as they determine is needed, to work on the financial statement. Coordinating Financial Managers will be available to provide work direction as needed.
- Food Services - Cafeteria Managers and select Food Services staff will be contacted by the Food Services Division with reporting instructions.
- Transportation - School Bus Drivers will need to report on Monday as scheduled, and will receive further reporting instructions from the Transportation Services Division.

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- Information Technology – I.T. Support Technicians will need to report to work, as assigned by the Information Technology Division, to assist with the distribution of I.T. equipment and other related I.T. tasks.

Other select employees may be called in to work as necessary to ensure continuity of critical services.

Employees assigned to offices and other non-school locations, such as Beaudry, Local Districts, Maintenance and Operations Areas, and Facilities staff assigned to the field should report to work as scheduled. Please note that any employee who informs his/her supervisor that they fall in one or more of the below categories is not expected to report to work:

- 60 or older
- Pregnant
- Has a pre-existing condition such as heart disease, diabetes, lung disease, or an immune deficiency
- Are ill

Please see the attached Frequently Asked Questions for Classified Employees for additional information.

c: Robert Laughton  
Mark Hovatter  
Luis Buendia  
Soheil Katal  
Janice Sawyer  
Lilia Montoya  
Manesh Singh  
David Hart  
Dean Tagawa  
Local District Superintendents  
Principals

MR:kg

# ATTACHMENT

## FAQS FOR CLASSIFIED EMPLOYEES DURING SCHOOL SHUTDOWN PERIOD

**Q1. If I am a Classified employee working at a school site, should I stay home for the next two weeks since schools will be closed?**

**A.** Classified employees in most job classifications will not have to report to work for the next two weeks. **However, employees in the following job classifications will/may need to come to work to assist with essential tasks in support of the schools:**

- Custodial Staff including Plant Managers, Assistant Plant Managers, Building and Grounds Workers, Gardeners, School Facilities Attendants, and Early Education Attendants
- Schools Administrative Assistants and Continuation School Office Managers, Early Education Center Office Managers
- Financial Managers
- Cafeteria Managers and Food Services staff
- School Bus Drivers
- I.T. Support Technicians

**Q2. If I am required to report to work, will I need to work everyday for the next two weeks?**

**A.** The amount of time you will need to work will vary based on your job classification and on the tasks you will be assigned.

- Custodial Staff including Plant Managers, Assistant Plant Managers, Building and Grounds Workers, and School Facilities Attendants are expected to work every day to clean and sanitize schools and Family Resources Centers
- School Administrative Assistants, Early Education Center Office Managers, Continuation School Officer Managers and other time reporters may work one or two days during the two-week shutdown, as necessary, in order to complete critical tasks such as time entry/payroll
- Financial Managers may work one or two days a week during the two-week shutdown, as necessary, to complete critical tasks such as financial statements
- Cafeteria Managers and some Senior/Food Service Workers will be scheduled by the Food Services Division to support Family Resource Centers
- School Bus Drivers will report on March 16, 2020 and receive further reporting instructions from Transportation

**Q3. If I am a Senior/Food Services Worker, how will I know if I need to work, and if so, where I need to report?**

**A.** Please contact your supervisor or a representative from the Food Services Division for specific assignment instructions.

**Q4. If I am a regular employee and called in to work, but not needed for my entire regular work schedule, will I be paid only for the time I actually work?**

**A.** No, you will be paid for the entire time that you are typically scheduled to work.

**Q5. If I am a Classified employee working at Beaudry or another office, do I need to come to work for the next two weeks?**

**A.** Yes, you will need to come to work unless you fall into one of the following categories:

- 60 or older
- Pregnant
- have a pre-existing conditions such as heart disease, diabetes, lung disease, immune deficiency
- Are ill.
- You have made arrangements with your supervisor to work from home.

**Q6. If I do fall into one of the categories listed above, what do I need to do?**

**A.** Yes, an employee may work from home if they fall into one of the categories. Time will be reported as RG. If they have a position that does not allow them to work from home (e.g. teacher, groundskeeper, cafeteria worker, etc.), time will be reported as MSND.

**Q7. If my child or other dependent attends a school that is now closed, and I cannot make daycare arrangements, what should I do?**

**A.** You should notify your supervisor that you will need to stay home. Your supervisor may assign you to work from home, if appropriate. You will not be penalized for taking the time off for daycare purposes.

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