

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Deputy Superintendent

TO: Classified Employees

DATE: April 27, 2020

FROM: Megan K. Reilly, 
Deputy Superintendent

Karla Gould, 
Personnel Director

SUBJECT: WORK ASSIGNMENTS FOR CLASSIFIED EMPLOYEES UPDATE

This memo is a follow-up to the Superintendent's memo entitled *Our Continuing Work in Support of Students and Facilities* and provides general guidance for the classified workforce through the remainder of this school year. It is also an update to the memo "Work Assignments for Classified Employees During School Closure", dated March 14, 2020.

I share in the Superintendent's gratitude and want to acknowledge and commend you for your professionalism, service, and commitment to students and our community at large. Your work is critical to the on-going operations and services we provide. Thank you for all that you do.

At this time, the great majority of employees should fit into one of three categories:

Working remotely on a regular basis

Most District employees should be working from home. Employees should check in with their supervisors on a regular basis regarding their work assignments and necessary tools. Employees who belong to one of the high-risk categories should fall under this classification. All work assigned to hourly employees should fall within the employee's regular work schedule.

Reporting to a work site, as necessary

Employees in this category have job responsibilities which cannot be performed remotely. Supervisors and administrators should be very clear with employees regarding what these responsibilities are and how often they are expected to report to a physical work site.

To recognize the work efforts of those coming to a site, effective March 16th, hourly "essential" classified employees who are physically required to report to a work site by a supervisor will be paid an additional \$5.00/hour for all hours worked at the site. Specific reporting instructions for time reporters regarding the new differential are forthcoming from the Payroll Services Division.

Unable to work remotely or report to a work site

This group of employees should be minimal, as efforts should be made to position employees to report to work or perform their jobs remotely. These employees should coordinate with their supervisors because they have not yet been provided with the necessary tools to work from home or they have not been given an assignment.

In general, although school buildings are closed, the District is still open and operating. As such, all supervisors and administrators should maintain regular contact with their employees regarding their work and status during this “Safer at Home” period.

Additional information will be forthcoming, but if you have immediate questions please contact classifiedpersonnel@lausd.net.

c: Austin Beutner
Pedro Salcido
Local District Superintendents
Executive Staff