



## Temporary Employees Assignments and Standby Status

Effective March 30, 2020 and continuing through June 30, 2022, while on remote work assignment due to COVID-19, persons employed as TEAs (Temporary Employee Assignment) will remain in paid status for the number of hours they would have been normally been scheduled to work during this period of time. During this time, TEA employees should be assigned remote work assignments.

Supervisors are encouraged to be creative and flexible in providing assignments to TEAs for the scheduled hours of work. This may include assignments not normally associated with the position and assigned to the TEA but should remain appropriate for the qualifications of and rate of pay assigned to the TEA employee, and may include training, student support and outreach, file maintenance, etc.

If at any time a supervisor is unable to assign active remote work to a TEA employee, the employee shall be considered to be on "Standby" status, and as a result shall remain available for assignment during the periods of their regularly scheduled hours of work. All hours in Standby status shall be treated as hours in paid status. When submitting the TEA timesheet, the TEA employee shall **report all hours as regular work assignment or Standby, using the new code Standby Time** established to record as such.

If, during the period of remote work, a TEA chooses to not perform customary work assignments, accept reasonable alternative assignments, or remain available during Standby status, the TEA may request to be changed to unpaid status for the entire period of scheduled work hours or some portion thereof; in that case, the TEA shall not report those hours as time worked or Standby status and will not be paid.

If a TEA employee is unable to work due to conditions described in the Families First Coronavirus Response Act (FFCRA), please contact the District Office of Human Resources for assistance and further direction. In some cases, a TEA employee may be eligible for paid leave for some or all of their period of absence. FFCRA Guidelines (in progress) will also be posted on the District Office of Human Resources webpage (COVID-19 Employee Information and Resources) for additional information.