**Educational Service Center**
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**To:** All Staff

**From:** Deborah Kadish, Superintendent

**Date:** April 13, 2020

**Subject:** **Expectations of Working from Home**

The following outlines Administration's expectations for all employees working from home.

***Set Yourself Up For Success***

- Set up an appropriate workspace that is separate and distinct from your "home space" and conducive to working effectively without interruptions.
- Design your workspace for efficiency with all the documents and materials you need.
- Create a healthy workspace – good light, comfortable temperature, ergonomic adjustable chair, computer keyboard and mouse suited to your needs, telephone headset, etc.
- Set boundaries with your family members.
- Ensure your family members understand that although you are home, you are working.
- Establish ground rules for work hours, interruptions, noise, etc.

***Focus on performance and results***

- All staff members including Administrators, Technology, SEA, BAEA, MESPA, Steelworkers, AFT and ATAS will be expected to work from a remote location during the shutdown directed by Governor Whitmer's Executive Order 04/02/20 unless you have been identified as an essential employee who is required to report to a building. You would have received a letter if you were identified as an essential employee who is reporting to a building location.
- You will be expected to do your job to the best of your ability, including the completion of any work tasks that are required as part of your position. Administration understands there may be substantial downtime. In addition, Administration recognizes that the time worked will vary from employee to employee and that some employees may complete a majority of their work in the evening.
- Update your email with the hours in which you will be available and any other contact information you are willing to share. We do not recommend sharing your personal phone number unless you are comfortable volunteering that information.
- Update your voicemail greeting with the hours in which you will be returning calls and an additional way to contact you, such as your work email address.
- Check your voicemail daily.
- Using your Google Calendar is an effective way to document your work hours. Ensure your calendar is shared with your supervisor/director.
- Check your email a minimum of three times/day -- 8 a.m., 12 p.m. and 3 p.m. Answer all emails within 24 hours.

- If a staff member works in local districts that have developed a Continuity of Learning Plan, that employee will be expected to adhere to the expectations outlined in the Continuity of Learning Plans established by the districts they work in.
- At a minimum, ISD professional staff members will participate in the following activities. Each employee should look for direction from their immediate supervisor.
  - Weekly contact with parents
  - *Staff Meetings
  - *Scheduled Professional Development
  - Creation of educational materials or supports for each student the professional supports or teaches. Distribution of materials will offer some challenges that will be addressed on a case by case basis.
  - Logging of all contact made with each family, student and/or teacher.

  ***Staff members will be given a list of required professional development and staff meeting dates at least one week in advance of the scheduled online meeting and/or professional learning opportunity. All professional learning courses and staff meetings will be run through Google Meets or Zoom. Google Meets and Zoom have a call-in (by phone) option if a computer is not available.*
- Demonstrate trustworthiness by being predictable, taking promises seriously and following through on commitments.
- Be clear on your priorities, focusing on the expectations, tasks and responsibilities you and your supervisor/director agreed upon as measures of success.
- Be proactive in communicating regularly with your supervisor/director, coworkers and staff members to stay connected and resolve issues as they arise.
- Ensure that your accomplishments, project status, outcomes, and deliverables are visible to your supervisor/director and co-workers as appropriate – avoid being out of sight, out of mind.
- Invite and encourage feedback from co-workers, supervisor/director and staff members about how your virtual work arrangement is affecting them.
- Be accessible, responsive and reliable.
- Utilize appropriate communication methods to stay connected with your supervisor/director, co-workers and staff members.
- Staff members are encouraged to set up Google Classrooms or Facebook Pages that are set to ***private*** for family communication. Any Google Classroom or Facebook classroom page established must have an ISD administrator as a participant. If you are considering establishing a social media presence with families, consider setting up a "work" or "teacher" account that is separate from your personal accounts to protect your privacy.

***Things to consider***

- Manage your work and preserve time for your life.
- Find ways to "disengage" from work and have quality personal time when traditional boundaries between work and home life are no longer clear.
- Set reasonable limits to your work hours and determine how to meet work requirements and still preserve personal time.
- Build in short breaks and work during periods of peak energy.
- Printing Services will be available for all of your printing needs.
- Materials and supplies needed by staff members will be obtained from the supplies that are stocked in each of the supply closets. Contact your supervisor or administrative assistant to determine how you will obtain these materials.