



# Santee School District

## SCHOOLS

Cajon Park  
Carlton Hills  
Carlton Oaks  
Chet F. Harritt STEAM  
Hill Creek  
Pepper Drive  
PRIDE Academy  
at Prospect Avenue  
Rio Seco  
Sycamore Canyon  
Alternative  
Success Program

To: All Santee School District Employees

Date: March 19, 2020

From: Dr. Kristin Baranski, Superintendent

Subject: **Update - School Closures**

Today's communication will highlight some questions we have received regarding our district-wide closures.

### **Will I get paid during the closure?**

All employees will be paid their regular rate of pay during the closure, including full-time/part-time, and our long-term substitutes on assignment (for long-term leaves) as of March 16, 2020.

Timesheets can be turned into the District Office mail slot at any time.

### **Will the closure affect my retirement?**

Because employees will remain in paid status, the closure is not expected to affect retirement service credits for employees in the Public Employees' Retirement System. We're still awaiting guidance from the State Teachers' Retirement System.

### **Who needs to work during the closure?**

Since all employees are in a paid status and are considered disaster service workers, it is expected that all employees are available to work during our closure. Each employee will receive direction from their supervisor on work to be completed during this time.

For our teachers, we have currently provided curriculum to parents up through spring break, and we have continued to receive requests from families for hard copies of enrichment learning materials. In a call with the CDE yesterday, CDE is continuing to work on student learning options during closures and we will update you as we gain information.

### **What about employees who are on disability?**

The status of staff on disability remains unchanged. These staff members cannot return to work or paid status until they are released to return by a medical professional. Therefore, these employees will continue to utilize their accumulated leave balances until medically released to return to work and thus paid status.

### **Should I turn on my out-of-office message?**

No, all employees should work during the closure as previously noted. If you have an out-of-office message indicating you are not working, please turn it off.

### **How should I stay in touch during the closure?**

As noted in our staff communication on 3.18.2020, please check your voicemail and email regularly. Please see the attachment for voicemail instructions.

BOARD OF EDUCATION · Dustin Burns, Dianne El-Hajj, Ken Fox, Elana Levens-Craig, Barbara Ryan  
DISTRICT SUPERINTENDENT · Kristin Baranski, Ed.D.

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**What if I can't work during the closure?**

Any employee who can't be on-call to work because of illness, please let your supervisor know that you will be unable to work and put a "closure emergency" absence into Aesop. Until further notice, please indicate no substitute required.

Employees who can't work because of previous plans or reasons other than illness can use vacation time (where applicable) or personal necessity following normal absence procedures.

**If I'm needed during the closure, will I be working from home or a work site?**

As of today, all employees assigned to a school site will be working from home. For all other staff, your supervisor will determine the best location for you to complete your work, based on need.

**Can I come to my work site during the closure even if I'm not directed to do so?**

No.

**What should I do if I think I may have been exposed to COVID-19?**

Anyone who thinks they may have been exposed to COVID-19 or has symptoms of the disease should contact his/her primary care physician. If an employee tests presumptive positive for COVID-19, contact your supervisor as soon as possible.

**What should managers do if an employee they supervise reports that they may have been exposed to COVID-19?**

Supervisors receiving information that a student or staff member may have or have been exposed to COVID-19 should contact Dr. Baranski.

***Thank you for your hard work and patience. This is an unprecedented situation but we will get through it together. Please continue to check your email for school closure updates. Due to limited staff, please email general school closure questions to: [info@santeesd.net](mailto:info@santeesd.net) or leave a voicemail at (619) 258-2300.***