

1 Great Falls School District

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3 **BOARD OF TRUSTEES**

1909

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5 Pandemic Emergency Measures

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7 Human Resources and Personnel

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9 The District has adopted the protocols outlined in this policy to govern during the term of the
10 declared public health emergency to ensure clear expectations for District staff while completing
11 their duties in a safe and healthy workplace. The supervising teacher, principal, Superintendent
12 or designee are authorized to implement this policy.

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14 Work Schedule and Assignment for Certified Staff

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16 The working conditions for the certified staff shall be governed by a Collective Bargaining
17 Agreement and any applicable Memorandum of Understanding between the Unit and the District
18 or the individual employment contracts between the employee and the District. Certified staff
19 shall comply with the emergency policies adopted by the Board of Trustees and related directives
20 from the administration unless there is a provision of a Collective Bargaining Agreement or an
21 applicable Memorandum of Understanding that specifically governs instead of the policy.

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23 Work Schedule and Assignment of Duties for Classified Staff

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25 The District reserves the right to change employment conditions affecting an employee's duties,
26 schedule, assignment, or supervisor. The District shall notify the employee in writing of any
27 change in their workday or duties. Classified staff shall comply with the emergency policies
28 adopted by the Board of Trustees and related directives from the administration. The working
29 conditions for classified staff covered under a Collective Bargaining Agreement (CBA) are
30 governed by the CBA or any applicable Memorandum of Understanding between the Unit and
31 the School District. Classified staff shall comply with the emergency policies adopted by the
32 Board of Trustees and related directives from the administration unless there is a provision of a
33 Collective Bargaining Agreement or an applicable Memorandum of Understanding that that
34 specifically governs instead of policy.

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36 Personal Conduct

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38 This policy in no way limits or adjusts the District's expectations for staff conduct. All
39 applicable District policies and handbook provision governing staff conduct remain in full effect.

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41 Student Services

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43 Students shall have access to instructional services whether their instruction is provided in an
44 onsite, District approved offsite, or online setting. Staff shall promptly report any suspected
45 violation of District Policy or concern about student health, well-being, or safety to their
46 supervisor for review and referral. Students receiving instruction in an offsite or online setting
47 are governed by all applicable laws, including the staff obligation to report suspected child abuse

1 or neglect.

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3 Compensation and Benefits

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5 Staff shall continue to earn regular compensation and benefits during the period of declared
6 public health emergency. Payroll dates and schedules are not affected by an applicable public
7 health emergency.

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9 Evaluation of Staff

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11 The Board of Trustees authorizes the administration to adjust or waive the schedule for
12 evaluation of staff to accommodate the changes to the school calendar for the remainder of the
13 pandemic unless there is a Collective Bargaining Agreement or Memorandum of Understanding
14 specifying the evaluation process of a member of a bargaining unit.

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16 Cross References:

17 Policy 1905 Student, Staff and Community Health and Safety

18 Policy 1906 Student Instruction

19 Policy 5012 Sexual Harassment/Sexual Intimidation in the Workplace

20 Policy 5130 Staff Health

21 Policy 5140 Classified Employment and Assignment

22 Policy 5210 Assignments, Reassignments, Transfers

23 Policy 5221 Work Day

24 Policy 5222 Evaluation of Non-Administrative Staff

25 Policy 5223 Personal Conduct

26 Policy 5226 Hazing, Harassment, Intimidation, Bullying

27 Policy 5230 Prevention of Disease Transmission

28 Policy 5232 Abused and Neglected Child Reporting

29 Policy 5255 Disciplinary Action

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31 Policy History

32 Adopted on: May 1, 2020

33 Revised on: October 11, 2021

34 Revised on: