



ATLANTIC CITY PUBLIC SCHOOL DISTRICT

Office of the Superintendent
1300 Atlantic Avenue
Atlantic City, NJ 08401

Barry Caldwell
Superintendent

March 15, 2020

Superintendent's Guidance for Employees Working Remotely

Please review the information below relative to all employees. Additional information pertaining to your employment category is also noted.

Remote protocols will be in effect Tuesday, March 17, 2020 until April 9, 2020.

Please note, at any given time a staff member must be available for teleconference, video conference, and email communication at the direction of the Superintendent of Schools, or designee.

Please be reminded of and adhere to all district policies located on the district website: www.acboe.org, as you engage in any form of digital learning (i.e. google classroom).

Additionally, please note the following expectations:

- All staff will be available during their regularly contracted work hours;
- All communications (i.e. email, phone messages, Google Classroom, etc.) from students, parents, and staff are to be responded to immediately; and
- Any staff member may be assigned additional tasks as per building principal/supervisor.

The Superintendent highly recommends weekly staff meetings via teleconference or video conference. It is important to maintain the educational integrity of the staff

Payroll Dates

Scheduled payroll dates during the closing will continue as usual. Upcoming dates have been noted below:

- March 30, 2020
- April 9, 2020
- April 30, 2020
- May 15, 2020
- May 29, 2020
- June 15, 2020
- June 19, 2020 (last pay for 10-month employees)
- June 30, 2020

Direct Deposit

Contractual employees, who *currently* participate in Direct Deposit, will continue to receive their payroll stubs and funds electronically.

Vouchers and Extra Compensation

Any vouchers received after a given date will be processed upon the official reopening of school/district offices.

Administration

Central Office Administrators, Directors, Principals, and Assistant Principals are expected to assist in the daily operation of all aspects of school operations, as determined by the Superintendent of Schools.

All staff will be available during their regularly contracted work hours.

The administration building will be open to any central administration staff and as circumstances permit.

If circumstances permit, support staff and clerical staff may be asked to report and assist in emergent functions as deemed necessary by the Superintendent of Schools. Teleconference and or video conference meetings may be necessary and will be determined by the Superintendent of Schools. Please ensure that your district devices are readily accessible.

Central Office Staff (Business Office, Human Resource Department, Curriculum & Instruction, Special Services, Operations, and Technology)

Central Office Staff are expected to:

- Be available during their regularly contracted work hours;
- Monitor, read and respond to email daily;
- Monitor and respond to voicemail daily;
- Communicate and disseminate any questions or concerns to the business administrator or their immediate director;
- Maintain reporting requirements (Federal, State and Local) while working remotely; and
- Perform their daily duties remotely.

Building Secretarial Staff

Building Secretarial Staff are expected to:

- Be available during their regularly contracted work hours;
- Monitor, read and respond to email daily;
- Monitor and respond to voicemail daily;
- Communicate and disseminate any questions or concerns to their building administrators; and
- Perform their daily duties remotely.

Forepersons, Custodial, Grounds, and Maintenance Staff

Forepersons, Custodial, Grounds, and Maintenance staff will be in the buildings for a full day on March 17th and 18th to clean and disinfect. Operations staff must be available during their contractual work hours. Please ensure that you are readily available when contacted at home or via cell phone.