Information for VPS Employees during the COVID-19 Closure

We recognize that staff have many questions during this unprecedented time. Below are answers to some of the most frequently asked questions. We intend to update staff as we continue to gather and receive new information.

Who should report to work during the temporary closure?

The district will identify employees who perform essential functions and may continue to work on-site or at an alternative job site, unless directed otherwise by their supervisor.

Employees who work in a district-designated essential function work group should report to work, at their regular job site, unless directed otherwise by their supervisor. Those essential function work groups include the following:

- Information Technology
- Human Resources
- Accounts Payable
- Payroll
- Purchasing
- Nutrition Services
- Warehouse
- Maintenance (Facilities and Grounds)
- Custodial Services
- Security
- Bond Projects Management
- Family-Community Resource Centers
- Childcare Services

District-designated essential function work group employees who are in one of the high risk COVID-19 categories [adults ages 60 and older; people with chronic medical conditions (e.g., heart disease, lung disease and diabetes); people with weakened immune systems from medical conditions or treatments; and pregnant people] are expected to work remotely from home in coordination with their supervisor. See leave request question below on how to access COVID-19 emergency leave.

Are we getting paid?

Yes. Employees will continue to receive compensation due to working or being on COVID-19 emergency leave or other paid leave status. Temporary employees and certain supplemental duties are excluded. Additional information is outlined in the district and association MOUs. Non-represented employees have similar expectations.

Do my health care benefits continue?

Yes. Employees who continue to receive compensation as described above should continue to receive health care benefits. Additional information is outlined in the district and association MOUs. Non-represented employees will be addressed in a similar manner.
Do I need to put in a request for leave?

Consistent with OSPI direction, district-designated essential employees who are in one of the high risk categories identified by public health officials should contact Human Resources and request COVID-19 emergency leave. Those requests will be approved, contingent on receipt of appropriate documentation. Once approved, these employees must follow the expectations for working remotely outlined in their respective district/association MOUs.

How do I get updated information?

Please stay informed during the closure by checking district email and the VPS website. Employees working remotely are expected to check district email every 24 hours Monday through Friday.

What are the work related expectations for staff working remotely while on COVID-19 emergency leave?

Details can be found in each district/association MOU. If you have questions about those expectations, please contact your supervisor.

What are the work related expectations for essential function work group employees?

Details can be found in each district/association MOU. If you have questions about those expectations, please contact your supervisor.

What if I’m a non-represented or administrative employee?

Non-represented employees will be addressed in a similar manner as outlined in other employee groups MOUs. Supervisors will clarify expectations with their direct reports that are non-represented.

Who should I contact with questions?

Employees first should contact their supervisor. Human resources staff will be available to respond to questions as well.

Will the district office remain open during the duration of the temporary closure?

The district office will remain open for essential functions and services that must be performed on-site. It will be closed to the public effective Thursday, March 19, at noon. Employees who need support from district office staff should call or use the district email.