

COVID-19 Update



Tips for Stress Management while Working From Home

VEA realizes that innovating around our work under these remote work conditions is challenging! Couple that with our concern for the health and safety of students and their families as well as ourselves and our own families and we've got a stressful situation on our hands! Consider these tips to help

mitigate stress as you attempt to manage your work day.

Set a Schedule: Map out your tasks, beginning with the most challenging, into chunks of time over the course of your day and check them off as you complete them. Be gracious with yourself, especially as you manage other human beings or animals at home with you as well!

Reap Rewards: After scheduling your tasks in the form of smaller goals, reward yourself for completing each step. This creates a more pleasant work experience, keeps you motivated, and allows you to show yourself some appreciation for the amazing work you're doing! Rewards don't need to be food-based, you could also break for a walk, to listen to a song or to text a friend!

No is Nice: Educators are some of the most compassionate humans to walk this earth and it's hard for us not to step up and help when called upon! However, be cognizant of your capacity to care for you and your family, complete your work, and support others in their process. Establish boundaries that enable you to say no when needed and try to avoid time drains like social media as well.

Connect with a Cohort: Transitioning from a school to home work environment can feel isolating for all of us. Reach out to colleagues via text or Zoom to help maintain a supportive community for one another; check in with your friend group on evenings or weekends to maintain other social interaction as well.

Sleep is Sacred: A good night's sleep supports a productive work day but also protects your personal health and well-being. Set a bed time, stick to it as best as you can, and ensure you're away from phone or TV screens during the final hour you're awake.

Supplemental Contract\$

If you have been provided the opportunity to complete supplemental contract work, please follow these steps once those hours have been fulfilled:

- * Sign your supplemental contract and submit it to your principal/administrator. You may either:
 - scan and send it in an email to the principal or
 - ask your principal for an appropriate mailing address to mail it to them (ie. home or school).
- * Your principal will sign the contract, record the appropriate budget number, then they will submit the completed contract to VPS Payroll.

Personal Leave Clarification



Earlier in the closure, VEA and VPS encouraged all members to cancel any personal leave entered into the absence management system as they are no longer necessary. According to current VEA-VPS Contract, you can automatically carry over up to two days of '19-'20 personal leave into the '20-'21 school year. If by June 19th you have more than two personal leave days in your "bank," you will have those one, two or three days cashed out at the sub rate, reflected in your October 2020 paycheck.

Personal leave is also one of the topics VEA and VPS are negotiating around during our interim bargain (set to resume again in April). Any tentatively agreed upon updates to this language will be presented for member ratification later this spring.

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