



TO: Classified Staff and District Leadership Team (DLT)
FROM: Angela Freeman, Assistant Superintendent of Human Capital Management
SUBJECT: 2021-2022 Essential Staff List
DATE: October 25, 2021

Below please find the list of essential staff for 2021/2022. Please communicate this information to the essential staff in your buildings or departments no later than Friday, November 5th.

OSEA Contract Article 7, Emergency Closure

When the District declares school closures due to weather or other emergencies, employees are not required to report to work unless they have been designated essential staff by the Superintendent's office.

Note: This does not include natural disasters that may require the District, with input from OSEA, to determine a different set of essential staff. A natural disaster is an event that results in large-scale loss of life or damage to property. It could be related to weather, geology, or pandemic.

The Superintendent has designated the following as essential staff that need to report to work:

2021-2022 Essential Staff:

Classified Staff:

- Custodians
- Grounds/Maintenance
- Nutrition Services Staff will be considered "essential" when there is a district-wide emergency AND students are engaged in distance learning.
- District Office Campus:
 - Financial Services Staff
 - Technical Services Staff
 - Transportation Mechanics and Leads
 - Nutrition Services Warehouse Driver
 - Language Services Coordinator

Other Staff:

- All District Office Administrators, Supervisors and Specialists Staff
- All Building Administrators

Essential employees not able to attend work because of weather-related causes shall fall under the same terms as non-essential employees regarding days that may be used to account for inclement weather days (please see OSEA Contract, Article 7 Emergency Closure, A.4).

Local Site Volunteer Staff List:

Please also verify continued commitment from those staff members in your building who live nearby

and who have previously agreed to serve as paid volunteer staff to check on the building in the event the essential staff for your building are unable to make it in to work. Any changes to this list should be communicated to rsdsafetycommittee@rsd7.net no later than Friday, November 5th as well.

Please Also Note: If the District declares that it is not safe for any staff to report to work, **including essential staff**, you will be notified and expected to communicate that information to your essential staff listed above. There may be occasions when it is not safe for any staff to report to work or to be on school grounds as the risk for injury or accident is far too great, resulting in undue liability to the district. Essential staff who disregard these instructions and report to work against this directive may be subject to disciplinary action.