



Office of the Associate Director

*Chair: Goronwy Price
C.E.O./Director of Education: Anthony Stack*

To: All Teachers
From: Ed Walsh, Associate Director of Education (Programs and Human Resources)
Date: December 20, 2021
Subject: Working from Home December 21-22

As you are aware, the Government has adjusted the operations of schools for this week. The last day of classes for students is today December 20th. Teachers are expected to report for work on Tuesday and Wednesday of this week to prepare for the possibility of reopening on January 4, 2022 in a virtual model.

In the event that your family or personal circumstances (e.g., child care) is a concern for you and other options are not available you may, with the approval of your principal, work from home on Tuesday and Wednesday of this week. The District has developed the following protocols for any teacher who wishes to work from home **AND** are able to fulfill their responsibilities, duties and obligations remotely.

The teacher must agree to all the parameters stated below.

1. The teacher confirms they have the necessary IT infrastructure in place to allow for the necessary connectivity.
2. The teacher confirms that no extra resources, including internet connectivity, are required in order to meet their employment obligations while working from home.
3. This arrangement may be terminated by the employer at any time if the employee is not able to fulfill the entirety of their obligations outlined here.

If an employee cannot meet all of these obligations, and cannot report to their worksite, they must apply for unpaid leave.

This District will follow up with further correspondence prior to the return after Christmas depending upon the model that will be in place for re-opening.

