



RIALTO

UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

August 6, 2020

Dear RUSD Classified and Management Colleagues:

We trust that this letter finds you in good health and high spirits as together we prepare to open the 2020-2021 school year. As you may know, our plans to open the new school year have been modified in response to the ever-changing threat to public health created by COVID-19. Based on the continued rise of COVID-19 cases in San Bernardino County, and particularly in Rialto, the District, out of extraordinary concern for the health and wellbeing of all staff members, will transition to an Essential Employees-only work schedule beginning August 10, 2020. Below is a summary of the plan for Essential Employees-only work schedule.

- School, department, and service area supervisors will determine Essential Employees.
- Employees not deemed essential to physically report to work may be allowed to perform work from home if their services are needed and their responsibilities can be completed from home. The approval to work from home will be on a case-by-case basis and approved by Personnel prior to working from home.
- Regular work schedules will remain in effect throughout the duration of the Essential Employees-only work schedule. This means that employees who are not deemed Essential Employees are expected to be on call during their respective works hours and be available to report to work *within one hour*, if called. Not physically reporting to work does not constitute a day off, unless requested through existing protocols.
- Work schedules will be rotated among coworkers, in like positions, when feasible.
- All employees will remain on regular pay schedules throughout the duration of the Essential Employees-only work schedule.

Your supervisor will provide you with a schedule of the days you will be required to report to your work site during this time period. School site employees will report to work every day through August 21, 2020. If you have questions regarding your work schedule, please contact your supervisor. All employees have an email account with the District and they are required to check their email daily. If you need your username and password, please contact Education Technology at (909) 879-6014 ext. 2871.

The District will continue to implement social distancing measures and other safety precautions at schools and other District facilities.

I am confident we will have a successful opening of the school year. I am grateful for your patience, understanding, and cooperation at a time when our students and families need us most.

Respectfully,

Cuauhtémoc Avila, Ed.D.
Superintendent

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