



PREPARING STUDENTS  
**FOR LIFE**

**Education Center - Office of Human Resources**

P.O. Box 5381 \* Cincinnati, Ohio 45201-5381 \* Phone: (513) 363-0130 \* Fax: (513) 363-0135

April 22, 2020

**Re: Work Schedules for All CPS Employees**

Dear CPS Employees:

With the announcement from Governor DeWine this week that all schools will remain closed for the duration of the 2019-20 school year, this communication provides information to all CPS staff about working remotely or at an assignment designated by your supervisor.

**To date, CPS has maintained the pay of all regularly scheduled CPS employees and has worked with all employee groups to provide working opportunities so that employees can continue to be paid through the end of the school year.**

CPS is proud of the fact that during the first five weeks of school closures, CPS has been able to maintain the pay of all regular, full time CPS employees. As you know, many employers have not been able to maintain pay for all working groups, resulting in high numbers of layoffs and reductions in force.

The District has worked hard to provide a work opportunity to all CPS employee groups. Some employee groups such as teachers and other academic personnel are providing remote learning opportunities and work-from-home lessons for students. Student Dining Services employees have been assembling breakfasts and lunches for students at Iowa Street and distributing them at school locations throughout the city. The IT professionals have been preparing devices for students and staff to work remotely and maintaining all of the District's data systems during this critical time. Security Assistants have been assigned to ensure orderly distribution of lunches and computer devices. There are many other examples of ways in which CPS employees have continued to provide excellent service during the time schools are closed.

**Starting this week, if you are assigned to work and need to be off because you are sick or for other personal reasons, normal paid time off procedures will apply.**

Now that most employee groups have returned to work, the District is re-implementing all normal paid time off procedures. If you are unable to work because you are sick, or other personal reasons, you should contact your supervisor and normal paid time off procedures will apply. If you are sick and unable to work, you will be able to take sick leave as usual. If you have annual leave or personal leave accrued, you may also use those forms of leave. As much as possible, the District's normal paid time off procedures will apply.

**Employees who are being paid by CPS, may not accept other employment that interferes with their CPS job duties.**

The District is aware that some CPS employees may have accepted other employment during the time schools are closed. If you have accepted alternate employment that interferes in any way with your job duties for CPS, you must contact Human Resources at 513-363-0130 and complete a separation of service form.

The District takes seriously its obligation to preserve taxpayer dollars, and it would be improper to accept other employment that interferes with your CPS job duties if you are still being paid by CPS. Failure or refusal to follow this directive could be grounds for discipline, up to and including termination.

The District is appreciative of the hard work of its employees during the time schools are closed.

Very truly,

Paul McDole  
Director, Human Resources