

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Superintendent

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**TO:** Classified Employees

**DATE:** March 14, 2020

**FROM:** Megan Reilly,  
Deputy Superintendent, Business  
Operations

**SUBJECT: WORK ASSIGNMENTS FOR CLASSIFIED EMPLOYEES DURING  
SCHOOL CLOSURE**

Effective Monday, March 16, 2020, school classrooms will be closed for a two-week period. During this shutdown, in general, classified employees will not be expected to report to school sites. The following exceptions will apply in order to ensure the continuance of certain critical functions:

- Maintenance and Operations: Plant Managers, Assistant Plant Managers, Building and Grounds Workers, Early Education Center Attendants and School Facilities Attendants – Will need to report to work to open and close campuses, perform regular, deep cleaning, and other related tasks.
- School Administrative Assistants, Continuation School Office Managers, Early Education Center Office Managers and other Time Reporters– Will need to report to work during the two week shutdown for one or two days, as they determine is needed, to complete payroll time reporting.
- Financial Managers – Will need to report to work during the two-week shutdown one or two days, as they determine is needed, to work on the financial statement. Coordinating Financial Managers will be available to provide work direction as needed.
- Food Services - Cafeteria Managers and select Food Services staff will be contacted by the Food Services Division with reporting instructions.
- Transportation - School Bus Drivers will need to report on Monday as scheduled, and will receive further reporting instructions from the Transportation Services Division.
- Information Technology – I.T. Support Technicians will need to

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report to work, as assigned by the Information Technology  
Division, to assist with the distribution of I.T. equipment and  
other related I.T. tasks.

Other select employees may be called in to work as necessary to ensure continuity of critical services.

Employees assigned to offices and other non-school locations, such as Beaudry, Local Districts, Maintenance and Operations Areas, and Facilities staff assigned to the field should report to work as scheduled. Please note that any employee who informs his/her supervisor that they fall in one or more of the below categories is not expected to report to work:

- 60 or older
- Pregnant
- Has a pre-existing condition such as heart disease, diabetes, lung disease, or an immune deficiency
- Are ill

Please see the attached Frequently Asked Questions for Classified Employees for additional information.

C c: Robert Laughton  
Mark Hovatter  
Luis Buendia  
Soheil Katal  
Janice Sawyer  
Lilia Montoya  
Manesh Singh  
David Hart  
Dean Tagawa  
Local District Superintendents  
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MR:kg