

**WEST COVINA UNIFIED SCHOOL DISTRICT**

*Office of Human Resources*

**MEMORANDUM**

**TO: Classified Employees**  
**FROM: Michael F. Seaman**  
**DATE: June 25, 2020**  
**SUBJECT: Return to Work Onsite as of July 1, 2020**

As part of efforts to begin reopening our communities, the Los Angeles County Department of Public Health has lifted some of the previous restrictions on reopening.

The most recent June 18, 2020 “Safer at Work and the Community” Public Health Order officially ends the requirement for all but essential workers to stay at home, allowing many of our team members to return to work in safe and healthy surroundings.

***Effective July 1, 2020, all classified employees are required to report to their worksites as of the date of the beginning of their 2020-2021 work year. For 12-month classified employees, that means you report beginning July 1, 2020. All other classified employees will report on the first day of their respective work year.***

West Covina Unified would like to thank all of its employees – classified, administrative, and certificated – for their incredible dedication during the district closure and dismissal. Your commitment to our students is commendable, shining through as you met the challenges posed by the COVID-19 pandemic.

We would like to especially thank the employees who continued to work onsite, feeding the children of our community, receiving and delivering warehouse items, providing maintenance and custodial services, as well as payroll and accounting. Your services during this extraordinary time are greatly appreciated.

West Covina Unified is proud to be part of an extremely small group of Los Angeles County school districts to recognize this commitment with additional pay that began on March 16, 2020 and we will continue this additional pay through June 30, 2020 before transitioning back to our standard pay system on July 1, 2020.

As we return to work, West Covina Unified strongly supports the health and safety of our employees and will continue to place health and safety as our top priority. The District will continue to implement the requirements of the Los Angeles County Department of Public Health, including reminding employees about the need to maintain appropriate social (physical) distancing, engage in frequent handwashing, use of facial coverings, and adhere to precautionary requirements. ***EMPLOYEES SHOULD NOT COME TO WORK IF THEY ARE SICK.***

We look forward to moving through this process, in collaboration with CSEA and its Chapter #91, of returning to onsite work duties. Most of all, we look forward to being and working together again.

Should you have any questions, please feel free to reach out to your Direct Supervisor, WCUSD website Human Resources section, or you can contact the Human Resources office.