CSIU FAQ 4.9.20

1. How long will schools be closed?
   a. Secretary of Education, Pedro Rivera has announced that all K-12 Schools, Higher Education Institutions, Pre-Schools, and Pre-K Counts Programs will remain closed through the end of the 2019-2020 Academic Year.
   b. This also applies to the CSIU and all of its programs.

2. What is the status of my employment and pay?
   a. Governor Wolf signed a bill that ensured all school employees (which includes IU employees) will continue to get paid during the time of COVID-19 related closures.
      i. Telework should continue during this time, as directed by supervisors.
      ii. All grant funding continues to support employment.
      iii. In some instances, when regularly assigned work is not possible from a remote location, supervisors may need to provide different tasks and/or assignments. Please work with your supervisors in these situations.
      iv. Read a Summary of Bill 751 HERE.

3. Who is currently permitted in our CSIU buildings?
   a. As Governor Wolf reinforces shelter in place requirements, we are not allowing any non-essential visits to CSIU buildings. To date, we have had one employee who tested positive for Coronavirus and will not be surprised if this number grows. The CSIU is taking every precaution to ensure the health and safety of all employees.
   b. Mail will continue to be delivered twice a week at the CSIU Central Office and Center on Monday and Thursday. Supervisors should limit their pick up and distribution of mail within all buildings. Please discuss all visits to our facilities with your supervisor.
   c. We acknowledge that there remain several job classifications that are essential to the daily functions of the CSIU and Center who must report to buildings--primarily within the Technology, Operations, and Maintenance and Custodial Departments. We are working to limit the amount of time that these employees spend in the office and are ensuring strict social distancing and cleaning procedures.

4. What are our off days for Easter?
   a. Friday, 4.10.20 and Monday, 4.13.20 are off days for the CSIU.

5. Do I still have to log my weekly tasks?
   a. Yes. Please do so using the Task Log for Telework or whatever process your grant or department previously required.

6. Is there a way for supervisors to use Zoom for team meetings with our staff? Or another application? Is professional development available for video conferencing tools?
   a. Our Curriculum and PD Departments have created recorded, live, and ongoing resources to support you while teleworking. Please visit our website and PD calendars for support. If there is something that you need that you do not see, try utilizing the office hours of our staff, or email bboerckel@csiucc.org your request.

7. Does the IU have any technology support systems in place for IU partners, such as 21st Century Community Learning Center providers, YMCAs, libraries? Would community partners be able to access hardware or internet service supports for students through the IU?
   a. The best resources available are located on the www.csiucc.org/learningresources page. At this time, we are not providing additional hardware.

8. How are FedEx and UPS deliveries occurring at the CSIU Central Office?
   a. UPS has a keycard to enter the building and FedEx calls the number posted on the door. All received packages are being locked in the cage.
9. What if we need to ship something out? Can we take care of it on our own and use a credit card?
   a. If restrictions on CSIU mail prevent important mailings, you may, with the permission of your supervisor, mail it yourself using your CSIU credit card or your own credit card for reimbursement.

10. Not all staff have work cell phones and staff members are concerned about using their personal phones--some for reasons of privacy, and others because it impacts their data plans. What can we do?
   a. Some options and alternatives:
      i. Zoom can be used for calls only and uses less data than with video.
      ii. Google Voice gives you a phone number for calling, text messaging, and voicemail. It works on smartphones and computers, and syncs across your devices so you can use the app in the office, at home, or on the go. voice.google.com
      iii. *67 blocks the number. The call recipient will see “private caller.”
      iv. Block your number on an iphone:
         1. Go to Settings
         2. Tap ‘Phone’
         3. Press Show My Caller ID
         4. Use the toggle switch to show or hide your number
      v. Block your number on an Android:
         1. Open the Phone app
         2. Open the Menu
         3. Select Settings
         4. Click on Call settings
         5. Click on Additional settings
         6. Click on Caller ID
         7. Choose “Hide number” and your number will be hidden
         8. Choose “Show number” or “Network default” to resume showing your number

11. Will we be able to carry over vacation days that could not be taken due to COVID-19?
   a. Vacation accrued during this time of closure may carry over and accumulate for approved use through June 30th. After June 30th only the allowable number of days will carry over.

12. Some internet vendors are providing free or reduced prices. Can the IU provide a standard letter for employees seeking evidence that their internet is required for work?
   a. Feel free to use this: LETTER

13. Updated since last FAQ: What should I do if I need to update my clearances in the next month?
   a. Most of the clearances required by law can be renewed online and mailed to HR, and that remains the expectation at this time. While fingerprinting presents challenges, the locations below remain available and are taking additional precautions. Most are scheduling over the phone or online by appointment. At this time, there has not been any legal flexibility or exemptions from state law. If this impacts you in the months during Covid-19 closures, please discuss options with the HR department.
      i. IdentoGo in South Williamsport: Open from 8am to noon, Monday through Friday and alternating Saturdays. 1-844-321-2101 to set up an appointment. https://sciatwork.com/services/identogo-identity-services/
      ii. Leonard’s Auto Tag Service: 116 E. 3rd St, Berwick. Phone 570-752-8825 Hours are Monday-Friday from 10-5 by appointment.
      iii. Near Lock Haven: Chapman Township in Clinton County has a location open in North Bend 2. Rodney G Shaffer Chiropractor in Lock Haven
      iv. There are still two currently open in the Harrisburg area:
         1. Unique Home Care Services in New Cumberland, PA
         2. Assurance Screening and Solutions in Jonestown, PA

14. Has our Employee Assistance Program responded with additional resources for members?
a. Yes. To ensure that you get the information, resources, and help that you need as we all work together to get through this difficult time, your EAP has just launched a comprehensive, new online COVID-19 Resource Center.
   i. To access the COVID-19 Resource Center, simply log in to [www.theEAP.com/Educators-EAP](http://www.theEAP.com/Educators-EAP).
   ii. Click the Employee & Family login in the top menu bar.
   iii. Click the red Coronavirus (Covid-19) Resource and Training Center.
   iv. If you already have a User Name and Password, simply enter that info in the appropriate boxes.
   v. If you have not registered, complete the Registration fields/boxes.
   vi. You only need to register once.

15. Have PLD Nominations been extended?
   a. Yes. The new deadline for nominations is May 1. [https://www.csiu.org/awards](https://www.csiu.org/awards)

16. How is observation and evaluation being impacted by COVID-19 closures?
   a. This answer is specific to two groups of employees: CSIU Employees and CSIU-Employed PDE-Certified Teachers.
      i. **For PDE Certified Teachers:** PDE is pausing teachers wherever they were in their evaluation cycles up to March 13th. This means any semi-annual evaluations for formal observations completed prior March 13th may remain, including differentiated plans that can continue to be worked on through the end of the year. Any formal observations and final evaluations that would have occurred after March 13th will be paused until school resumes. More guidance will follow.
      ii. **For all other CSIU Employees:** We are following our regular processes and encouraging a timely completion of evaluations wherever possible while working remotely. Due to the challenges this may present, the final deadline has been extended to Friday, June 26th.

17. What is the process for signing documents while teleworking?
   For official documents requiring Dr. Singer’s signature:
   a. If you can scan and/or email documents to Amy Pfleegor’s attention, please do so (apfleegor@csiu.org).
   b. If you cannot scan and/or email, please use your department’s mail procedures to have the physical document dropped off in the Executive Office Mail bin (CSIU). You could also use the US Postal system.
   c. For internal documents requiring local or supervisory approval, but not official signatures, you may email the specifics to your supervisor for approval. Print the email correspondence and attach it to the document being approved. If this can all be done digitally through attachments, that is the preferred method. Maintain all correspondence and approvals for your records.

18. How does sick, personal, and vacation leave work while teleworking?
   a. If a CSIU employee needs to take sick, vacation, or personal leave he/she should continue to do so using CSIU procedures. If leave was approved that is no longer desired, absences can be cancelled up to the scheduled day off in FIS. If the deadline is missed, the supervisor should be contacted.

19. Are there any changes to standard Sick Bank procedures?
   a. Not at this time.

20. Is credit reimbursement still occurring?
   a. Yes. There has been no change to our credit reimbursement process.