

BOARD BRIEF

Date: October 15, 2021

BOARD INFORMATION: X

MEETING PREPARATION:

FROM: Melanie Kay-Wyatt, Ed.D., Executive Director, Department of Human Resources

THROUGH: Stephen M. Wilkins, Ed.D., Chief of Staff
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Meagan L. Alderton, Chair, and
Members of the Alexandria City School Board

TOPIC: Template of Employee Letter for COVID-19 Weekly Testing Requirement and Unpaid Leave

ACPS 2025 STRATEGIC PLAN GOAL:

N/A

SY 2021-2022 FOCUS AREA:

N/A

FY 2022 BUDGET PRIORITY:

Implementation of 2025 Strategic Plan

SUMMARY:

This board brief informs of a template letter to be sent to those specific employees who risk administrative action of unpaid leave status pending documentation of vaccination against COVID-19 or weekly COVID-19 testing results.

BACKGROUND:

Effective August 30, 2021, all staff were required either to submit documentation of vaccination against COVID-19 or begin completing weekly COVID-19 testing, the results of which must be uploaded each Monday by 7:30 am. Since that date, Human Resources (HR) has and continues to encourage staff to follow this guidance. As of October 15, 2021, there are some employees who have yet to submit documentation of vaccination or, in the alternative, any weekly test results to Human Resources. Consequently, HR has developed a 30-day notice to formally advise such employee of the significant consequences should the employee fail to submit weekly COVID-19 testing results beginning Monday, November 15, 2021.

RECOMMENDATION: The Superintendent recommends that the School Board review this information.

IMPACT:

N/A

ATTACHMENTS:

Employee Letter for Weekly Noncompliance as of 10.13.2021

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