



COVID-19 – LSPS Essential Personnel

Although school buildings are closed to students, district operations continue. During the statewide closure of schools, some district personnel may be dismissed from duty for the days that schools are closed, while others—defined as “essential personnel”—may be required to report for regular duty at the discretion of the Superintendent or designated administrator.

The purpose for requiring essential personnel to report is to provide services to our community; protect property from damage or further damage; to repair damage to property; or to continue business operations which are critical to the school district and its stakeholders.

School Sites

Essential personnel at school sites shall be defined as:

- The principal and the assistant principals
- The custodians

Central Office

Essential personnel at the Central Office shall be defined as:

- The Superintendent
- The Assistant Superintendent of Employee Services
- The Assistant Superintendent of Academic and Student Services
- The Chief Financial Officer
- The Director of Maintenance and Operations
- The Director of Special Programming
- The Director of Technology
- The Special Education Director
- All Maintenance Department employees
- The custodians

Other “Standby Employees”

There may be times when employees not defined as essential personnel are called to report to work during an emergency in order to accomplish a specific task. These employees, defined as “standby employees” are:

- The Academic and Student Services Administrative Assistant
- The Accounting Supervisor
- The Accounts Payable Secretary
- The Employee Services Coordinator
- The Executive Assistant to the Superintendent
- The Food Service Director
- The Help Desk Secretary
- The Internal Accounts & Employee Services Generalist
- The Payroll & Benefits Specialist
- The Pupil Accounting, Student Information System, & District Registrar Specialist
- The Special Education/Homeless/Foster Care/Schools of Choice Coordinator
- The food service staff