

Memorandum

To: All Staff

From: Jamie Warren, Associate Superintendent of Human Resources

Date: August 28, 2020

Re: Accommodation and Leave Requests Related to COVID-19



Buffalo Public Schools is dedicated to ensuring a safe environment for all Buffalo Public School staff so that we are all focused on accelerating the achievement of our students. Therefore, the Department of Human Resources has collaborated with our IT department to develop an online process for accommodation and leave requests related to the COVID-19 pandemic.

We have developed a streamlined process that will allow employees to complete an online form to:

1. Request an accommodation to work 100% remotely related to an underlying health condition of yourself, or to care for a family member.
2. Request an accommodation to work 100% remotely due to child care issues.
3. Request a leave of absence if you don't meet the criteria for an accommodation.

As a large, complex organization, a review of the requests is necessary in order to make a determination for each individual request. The goal is to be consistent on how we address requests, to determine the capacity of the organization to grant requests, as well as to adhere to all applicable laws related to accommodation requests.

We appreciate the patience of employees and supervisors as we make these determinations. The process will be interactive in that we will seek the feedback of supervisors as a part of the process.

The District has recently announced that we will begin the school year with remote instruction for at least the first 4-6 weeks of school, and then make a determination of our readiness for a hybrid model. The determination to start remotely will go a long way to support the safety concerns of staff because we will have the capacity to ensure that each school facility will be prepared to welcome staff.

The link for accommodation and leave requests is below.

<https://district.buffaloschools.org/Lists/HR%20Covid19%20Accommodation%20Request%20Form/Item/newifs.aspx>

This link will direct you to the BPS Portal to submit your request and documentation. We ask that you consider the impact of remote instruction on your decision to request an accommodation.

For information about Families First Coronavirus Response Act (FFCRA): Employer Paid Leave Requirements <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.