



# TABCO WORK-TO-RULE RESPONSES & TEMPLATES

## E-MAIL TEMPLATES

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## After your duty day auto-reply

Here is a sample response you can use to communicate with parents or administrators who email you after the duty day is done. You may also want to use this language as an 'out of office' response each day when your duty day has concluded.

### EMAIL 1

Hello,

Thank you for reaching out to me. My duty day runs from **(Insert start time)** to **(Insert end time)**. I will respond to your email when my contractual duty day resumes tomorrow.

Sincerely,

**[Your Name]**

## End-of-Day Duties Remaining

Educators may need to communicate with their administrators about the work remaining after each paid duty day is done. A sample message like this helps prioritize what can and cannot be done within the time limits of the duty day and puts that responsibility back on your administrator. Similarly, you can use it to communicate with elected Board of Education members, if TABCO asks you to do so.

### EMAIL 1

Dear **[Administrator/BOE Member]**,

My paid duty day has ended, and I am stopping for the day. Because I had to complete **[list priority task(s) here]**, I did not have time to complete **[list lower-priority task(s) here]**.

This is a frustrating position for us all.

Sincerely,  
**[Your Name]**

## Meeting request after hours

Here is a sample response you can use to communicate with administrators or parents who ask you to participate in voluntary unpaid meetings outside your duty day.

### EMAIL 1

Dear **[Administrator/Parent]**,

Thank you for reaching out to me. We will have to find a time within my paid duty day to meet.

Thank you for your patience as we work to make our schools places where all students can learn and educators' voices are respected.

This is a frustrating position for us all.

Sincerely,

**[Your Name]**

## Unpaid clubs or voluntary activities

Many staff serve as advisors to clubs, or on committees that do not pay a stipend. During work-to-rule, TABCO is asking members to **refrain from agreeing to any new voluntary commitments**. If you want to know how to decline a future request to sponsor an unpaid club or volunteer activity, please contact your [UniServ Director](#).

### Sample Email to Administrator

Dear **[Administrator]**,

During the work-to-rule period, while I will continue with my existing volunteer club and after school commitments, I will not volunteer or participate in any new (Club/Voluntary Activity). This is a frustrating position for us all, and I hope that BCPS fixes all internet and network issues so ALL students can learn, provides a separate cohort for virtual instruction with dedicated teachers, compensates educators for the 100 minutes of lost planning time, rescinds all excessing of staff, and details what they are doing to protect members for current and future data breaches so we can return to normal.

Respectfully,  
**[Your Name]**

## Special Educator IEP workload

Special Educators may want to know how to navigate the legal requirements to provide services outlined in an IEP while completing all required special education paperwork, which is simply not possible within their paid duty day. Please remember the obligation to provide those services is not yours personally, but rather BCPS' legal obligation as a local education agency under Maryland law. You may find a message like the one below helpful.

### EMAIL 1

Dear **[Administrator]**,

Due to the amount of paperwork related to the IEPs that are assigned to me, I have been unable to complete all of them within my duty day. **It is BCPS' responsibility to make sure that the system complies with the legal requirements of the IEPs.** Baltimore County educators recently voted to begin a work-to-rule action, and therefore I am no longer volunteering to complete these items after my paid duty day is done.

Currently, TABCO educators are only working during our paid duty day until BCPS fixes all internet and network issues so ALL students can learn, provides an option for a separate cohort for virtual instruction with dedicated teachers, compensates educators for the 100 minutes of lost planning time, rescinds all excessing of staff and details what they are doing to protect members from current and future data breaches.

This is a frustrating position for us all, and I hope that BCPS addresses these issues soon.

Sincerely,  
**[Your Name]**

## IEP Meetings

IEP meetings cannot occur during your lunch or planning periods. They can, however, occur during PIP time or instructional time.

**During planning Time:** If you are asked to attend an IEP meeting during your lunch or planning period, you may respectfully decline and are asked to do so during Work-To-Rule.

If your administrator insists that you attend the meeting, comply with their request, and contact the union immediately.

**During Instructional time:** If you are asked to attend during instructional time, you cannot decline to attend if coverage is provided by your school administrator.

### Sample Email for Certificated Staff:

Dear **[Administrator]**,

I'm writing to let you know that during my scheduled planning time on [date/time] my colleagues [include names] and I will be collaborating on [insert specific collaborative effort and connection to curriculum]. I appreciate your adherence to the contract language by not asking me to attend IEP meetings during this window.

Currently, TABCO educators are only working during our paid duty day until BCPS fixes all internet and network issues so ALL students can learn, provides an option for a separate cohort for virtual instruction with dedicated teachers, compensates educators for the 100 minutes of lost planning time, rescinds all excessing of staff and details what they are doing to protect members from current and future data breaches.

This is a frustrating position for us all, and I hope that BCPS addresses these issues soon.

Respectfully,  
**[Your Name]**

## Counselors: After School Duties

Counselors will often contact students and parents, manage student data and engage in interventions with students after schools. They also may write student recommendations, prepare programs to serve children and prepare lessons according to BCPS curriculum. They can use an email like the one below if they are requested to work beyond their contract day.

### EMAIL 1

Dear **[Administrator]**,

Since TABCO reps have voted for a Work-To-Rule action, I respectfully decline additional assignments that would require me to work beyond my duty day. As a counselor, I prioritized my students' needs during my paid duty day, accomplishing **[list of tasks accomplished during the duty day]**. I was unable to complete **[list of tasks not able to complete during the duty day]**.

Currently, TABCO educators are only working during our paid duty day until BCPS fixes all internet and network issues so ALL students can learn, provides an option for a separate cohort for virtual instruction with dedicated teachers, compensates educators for the 100 minutes of lost planning time, rescinds all excessing of staff and details what they are doing to protect members from current and future data breaches.

This is a frustrating position for us all, and I hope that BCPS addresses these issues soon. Please let me know what tasks are the most important to attend to during the paid duty day.

Respectfully,  
**[Your Name]**



## Letters of Recommendation

Many educators and counselors write letters of recommendation to help students applying to colleges, programs, or other institutions of learning. This voluntary unpaid student support is time consuming, and you may not be able to complete these during the paid duty day. Feel free to use a message like the one below when communicating with students and parents.

### EMAIL 1

Dear **[Student/Parent Requesting Letter of Recommendation]**,

It is with a heavy heart that I must inform you that I cannot complete letters of recommendation for my students because I am focused on completing my core job function during the paid duty day. Letters of recommendation are a voluntary, unpaid activity that many educators and counselors provide.

Currently, educators are only working during our paid duty day and within our contractually required duties.

This is a frustrating position for us all, and I hope that soon we can return to normal.

Respectfully,  
**[Your Name]**