



## **FREQUENTLY ASKED QUESTIONS: BCPS RETURN TO IN-PERSON INSTRUCTION**

### **What leave options are available if required to return to the building?**

- FFCRA-Families First Corona Response Act. See details in FFCRA section below.
- FMLA: Temporary Leave of Absences – BCPS. See details in the FMLA section below.
- Childrearing: Extended Leave of Absence –This leave is only available under certain conditions and limits may apply. Refer to [leaves@bcps.org](mailto:leaves@bcps.org) or [benefits@bcps.org](mailto:benefits@bcps.org) for more details.
- General Leave or other leaves granted by the Board of Education: This is a catch-all for when you can't access other forms of leave, but it is at the discretion of the BOE. We aren't sure if they will grant such leave under current circumstances, but you can apply at [leaves@bcps.org](mailto:leaves@bcps.org).

### **LEAVE OPTIONS**

#### **FFCRA Leave**

The Families First Coronavirus Response Act (FFCRA) was extended until March 31,2021. Please reference the [BCPS FFCRA FAQ](#) for more information.

#### **What is the Family Medical Leave Act (FMLA)?**

FMLA provides job-protected leave (up to 12 weeks in any 12-month period) in the event that you need to take leave to care for yourself or an immediate family member who has a qualifying medical (mental, emotional, or physical) issue. Although FMLA protects your job, it does not provide paid leave. However, you can use accumulated sick, personal, or annual leave to remain in a paid status with FMLA. We cannot provide a list of eligible conditions, as each application is evaluated on a case-by-case basis.

#### **Will the system continue to pay me if I'm on a leave of absence?**

That depends. Under certain leave options, employees can utilize their accrued sick, personal, or annual leave to continue getting paid. If you want to know if this is an option for you, please contact a BCPS at [leaves@bcps.org](mailto:leaves@bcps.org) or [benefits@bcps.org](mailto:benefits@bcps.org).

#### **What about health benefits while I'm on leave?**

If you're on FMLA, whether paid or unpaid, the system will cover the Board's portion of your health benefits and the employee continues to pay the same amount they paid prior to going out on leave.

Once FMLA expires, or if the employee moves to other unpaid leave, then the employee is responsible for the full cost of their benefit premiums.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

### **ADA Accommodations**

TABCO/ESPBC are asking BCPS to approve teleworking as an accommodation for the following situations, upon receipt of the employee's ADA application:

- Employees who cannot get the vaccine due to medical reasons, including those who are pregnant.
- Employees who are at increased risk of severe illness from the virus that causes COVID-19, as defined by the CDC, until they are vaccinated.
- For all other ADA requests, including employees who might be at an increased risk, as per the CDC, each case will be reviewed independently with the employee. Our statewide union has developed an informative FAQ on ADA and Leaves of Absences. Please consult the [MSEA ADA and Leave Options](#) if you have general questions about the Americans with Disabilities Act, including which conditions would qualify you for an accommodation. There is no comprehensive list of qualifying disabilities under the ADA, so please refer to the Equal Opportunity Commission's website [www.eeoc.gov](http://www.eeoc.gov). BCPS has developed a [FAQs for COVID-19 Return to Work Concerns](#) to answer questions.

### **Where can I find the ADA form and how do I submit it?**

You can find the forms online on the [BCPS website under the Office of Equal Employment Opportunity](#). Once your application is complete, including the section that must be filled out by your doctor, you can fax it to 410-296-2618. We recommend you retain a copy of all paperwork submitted to and received from BCPS. If accommodations are granted, please work directly with the Department of Human Resources and the EEO office to ensure that you are following all protocols and guidelines established by BCPS.

## **VACCINES**

### **What is the timeline for how soon vaccines are available for educators, and how will we be alerted to sign up?**

At this time, BCPS will email registration links to staff at their BCPS email address. Employees will be invited in phases, so some staff may receive the link before others. Please contact your administrator if you have questions about which phase you are in. BCPS also recommends staff sign up at hospital sites and <https://www.marylandvax.org/>. TABCO and ESPBC are aware that many staff are not able to get vaccine appointments and we continue to advocate for an opportunity to be vaccinated before being forced to return to in-person learning.

### **I do not live in Baltimore County. Should I expect to receive the vaccine from my county of residence or Baltimore County?**

Educators will be eligible to receive the vaccine through Baltimore County as staff members. However, if you qualify to receive the vaccine as part of an earlier phase in the county in which you live, you should register to receive it there if that date is sooner.

**Can a family member in my household be vaccinated with me through BCPS?**

BCPS will only be offering the vaccine to BCPS employees, not their family members.

**Will the vaccine be mandated for all employees?**

BCPS is not currently mandating the vaccine as a condition of employment. However, we recommend all staff receive the vaccine if they can. Should BCPS decide to mandate the vaccine for all employees, staff could then apply for an exemption. BCPS would make those exemption decisions on a case-by-case basis. For additional questions about vaccine availability and rollout, monitor the updates that you receive directly from BCPS leadership.

**SICK LEAVE BANK**

**Is the TABCO sick leave bank and Unified sick leave bank still processing sick leave bank forms?**

Yes, both sick leave banks are processing forms and submitting those forms over to BCPS for processing.

**Where can I obtain a sick leave bank form?**

Reach out to Mrs. Jacque Gerhardt at [jgerhardt@mseanea.org](mailto:jgerhardt@mseanea.org) or Mrs. Danielle Jones at [djones@mseanea.org](mailto:djones@mseanea.org) and they will email you a sick leave bank form.

**How do I submit my sick leave bank form?**

Once you complete the form you can submit your form by scanning it to the above-mentioned email addresses or you can mail and fax your forms into the TABCO/ESPBC office.

**Fax: 410-337-7081, Attention: Jacque & Danielle**

**Mailing Address: 1220-C East Joppa Road, Suite 514, Towson, MD 21286**

Note: PLEASE DO NOT SEND A PICTURE OF YOUR SICK LEAVE BANK FORM. WE ARE UNABLE TO PROCESS UNLESS WE HAVE THE ACTUAL FORM.

**Can the sick leave bank be utilized to work remotely during the COVID-19 pandemic?**

No, sick leave bank has strict requirements to be used.

**HYBRID MODEL TEACHING**

**When are staff expected to return?**

Under the current hybrid model, most staff will be expected to return February 22, 2021, unless they have an ADA accommodation to telework, or are using leave. If you are unsure about when you are expected to return to the building, please contact your supervisor.

**Will BCPS provide an option for staff with children to bring them to the buildings when staff are mandated to return?**

At this time, BCPS is not allowing staff to bring their children to the school buildings.

**What should an employee do when COVID-19 safety and health protocols are not being followed when working with students, or if a student comes to school sick?**

Report it to your supervisor and your school or site Health and Safety Committee. If it is not corrected immediately contact your TABCO UniServ Director.

**How will the county provide specialized or additional PPE for staff who need it?**

BCPS plans to provide additional PPE when necessary. If you believe you need PPE, put in a request with your supervisor for the specific PPE you need, and the reason you need it. If your request is not fulfilled contact your TABCO UniServ Director.

**We know there are many more questions so please reach out to your TABCO UniServ Director for assistance.**

Central and Bus Lots	Seleste Harris	<a href="mailto:sharris@mseanea.org">sharris@mseanea.org</a>	443-752-7294
Greenwood/Jefferson	Danielle Jones	<a href="mailto:djones@mseanea.org">djones@mseanea.org</a>	443-465-4249
Northeast	Vanessa Bliss	<a href="mailto:vbliss@mseanea.org">vbliss@mseanea.org</a>	301-821-5783
Northwest	Ben Forstenzer	<a href="mailto:bforstenzer@mseanea.org">bforstenzer@mseanea.org</a>	443-469-3749
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