

Frequently Asked Questions from CCEA Members

- **Who do I take my concerns/issues to?** *If you are facing disciplinary charges or something as serious, you should contact your UniServ Director immediately. For not-as-serious concerns, you should first approach your immediate supervisor or building representative. Furthermore, you should always try to get your issues addressed in writing whenever possible.*
- **Do I qualify to telework from home, even in a hybrid model?** *Review the CCEA webpage for an answer to this. While the MOU to telework hasn't yet been agreed upon, you may have options available that you were unaware of.*
- **What if I develop Covid symptoms?** *First, you should quarantine yourself and get a test done. You will be given administrative leave (i.e. paid leave) for up to two weeks from CCPS.*
- **My principal is asking me to do too much! How can I possibly get it all done?** *When you feel that too much is being expected of you, share your concerns and ask your supervisor to prioritize (recommendation: type up your concerns and email first. Then follow up with a conversation.) If they are unresponsive or appear to be dismissive, talk to your building representative.*
- **What if a student refuses to wear a mask at school?** *Start by reminding the student that the masks are for everyone's safety. If they continue to refuse, contact your building administrator and ask for assistance.*
- **What if our administration is not enforcing the wearing of masks for everyone moving through my school?** *Notify your building representatives of this and call the CCEA office.*