



MARIN COUNTY

OFFICE OF EDUCATION

building the future... one student at a time

1111 Las Gallinas Avenue/P.O. Box 4925
San Rafael, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625
TDD (415) 491-6611

Options for Employees Needing School Age Childcare During the Coronavirus Outbreak (2020-21)

For MCOE employees needing options during the Coronavirus outbreak and resulting school closures in the 2020-21 school year, MCOE offers the following:

1. Childcare through a MCOE employee-sponsored option (currently under development) or other childcare options (e.g. YMCA, Marin Enrichment, Novato Fun!, etc.).
2. Conditions for Remote Work Accommodation:
 - Considered on a case-by-case for positions and classifications that do not require direct physical contact with others or facilities to carry out duties specified in job description.
 - Eligible employees are urged to report to the office at least one day each work week.
 - Completion of the attached form to start the Remote Work accommodation review process.
 - Review and approval of the supervisory chain and Director of Personnel.



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Coronavirus Outbreak (2020-21) Remote Work Accommodation Review

Name	Position	Department	
			Requested Remote Work Days*
			Full Day Partial Day Detail of request
			Monday <input type="checkbox"/> <input type="checkbox"/> _____
			Tuesday <input type="checkbox"/> <input type="checkbox"/> _____
			Wednesday <input type="checkbox"/> <input type="checkbox"/> _____
			Thursday <input type="checkbox"/> <input type="checkbox"/> _____
			Friday <input type="checkbox"/> <input type="checkbox"/> _____

*Employees are encouraged to work in the office at least one day per week

Listing of duties that can be done remotely:

Listing of duties that cannot be done remotely:

Direct Supervisor review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Director review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____	_____
Director Name	Director Signature	Date

Assistant/ Deputy Superintendent review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____	_____
Assistant/ Deputy Superintendent Name	Assistant/ Deputy Superintendent Signature	Date

Director of Personnel review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____	_____
	Director of Personnel Signature	Date