

From: **Supervisor, Crossing Guard** <cgsupervisor@cps.edu>

Date: Tue, Aug 17, 2021 at 8:01 AM

Subject: Crossing Guard Update 8/17

To:

Dear Crossing Guards:

We hope you all had a restful and safe summer. We are excited to see you all on your posts starting Monday, August 30, 2021, when all students return to in-person learning, 5 days a week. If you are supporting a private school, please return to your intersection on the day your students return to school.

Please be advised of the following important updates and information:

1. **Mandatory Back to School Training:** All CPS Crossing Guards are required to attend **one** of the mandatory Back to School Training sessions. In order to stay compliant, you are required to attend a virtual Back to School Training. Crossing Guards will be paid their standard rate for their training time. Please register via the form below.
 - **Training Registration:** Please complete the training registration [form here](#) by Friday, August 20.

Mandatory Training details for all Crossing Guards:

Date(s): August 25 or August 26 [**Select one - You will only need to attend 1 training session**]

Times: 8am -10am **OR** 11am-1pm **OR** 2pm-4pm

Location: Virtual Training (via Google Meets)

2. **Password Changes: All Crossing Guards must change their password by Wednesday, August 18th:** Please visit the link [found here](#), for instructions on how to reset your password. All passwords must be reset before school begins.

3. **Fall BIDS:** Per the MOU with SEIU Local 73, all Crossing Guards have the opportunity to BID for a vacant available post for the 2021/2022 school year. If you would like to put in a bid for a post transfer to a vacant post, please fill out the form [located here](#), by Friday August 20th, 2021. Crossing Guards that are granted a new post will be notified via email of their new post assignment details by Monday August 23rd, 2021.

4. **Uniforms:** As a reminder, based on feedback from Crossing Guards, please see the Crossing Guard Uniform standards and the optional new additions below. If any part of your Crossing Guard uniform contains the OEMC logo or name, you can continue to wear those items until the new CPS patch is available, which is expected to be available the week of September 6th, at the uniform stores outlined in this [document](#).

Basic Uniform Standards:

- Medium blue uniform button down shirt (long sleeve or short sleeve)
- Dark blue cargo pants or shorts
- Yellow reflective vest that reads "Crossing Guard"

- Black closed-toe lace up shoes
- Yellow 3 seasons coat that reads "Crossing Guard" (weather permitting)
- Yellow raincoat that reads "Crossing Guard" (weather permitting)
- Stop sign

Optional/Alternative Additions:

- Lightweight blue biking polo
- Navy blue baseball cap

If you choose to purchase new items, you MUST purchase the specific model/style numbers which are outlined in this [document](#).

- Each active Crossing Guard shall receive a uniform allowance of \$550 during the 2021-22 School Year, distributed in two (2) installments of \$275. The first installment will be distributed no later than October 25, 2021 and the second installment will be distributed no later than February 25, 2022.

5. **CPS Vaccine Requirement:** In support of safer schools and working environments, last week the district announced that it is requiring COVID-19 vaccination for all Chicago Board of Education employees and regular vendors throughout the district. All employees must submit proof of full vaccination by October 15, 2021, or request an exemption by submitting documentation showing a medical justification for being exempt from the vaccine requirement or a sincerely held religious belief that prohibits vaccination.

a. Employees who are exempt from vaccination must be tested for COVID-19 once a week at a minimum throughout the school year. Employees who have not previously reported to the district that they are fully vaccinated must also be tested once a week at a minimum until October 15 or until proof of vaccination is submitted.

b. Staff members who do not provide documentation showing full vaccination against COVID-19 or who do not have an approved exemption by October 15 will be deemed ineligible to work and not paid until they are able to provide CPS with documentation confirming full vaccination or an exemption.

c. Instructions explaining how to provide your proof of vaccination or show documentation for your exemption will be shared with all employees and posted to hr4u.cps.edu in the near future.

d. If you still need to get vaccinated, CPS offers vaccinations at several sites across the city. [Click here](#) to find a CPS vaccination site near you, or visit chicago.gov/COVIDVax for more locations across the city. You can also visit vaccines.gov for more information, text your zip code to 438829, or call 1-312-746-4835 to find other COVID-19 vaccine locations near you.

Final Reminders:

- **CPS Email Accounts** – Please only use your CPS Email Accounts to communicate with us. We are unable to respond to personal email addresses.
- **Absences** - Please use this [form here](#) to report all absences. If you would like to use benefit time, please specify in the "Reason for Absence" line. This form must be submitted at least two hours in advance of the beginning of your shift. If you are absent, you should NOT punch in through Kronos. Do **NOT** submit your absence through UKG/Timekeeper.
- **Missed Punch** - Missed punch [forms here](#) are only to be used in exception cases when you have forgotten or are unable to punch in. They should not be used for daily timekeeping. In order to prevent delays to your payroll, please punch in using your phone for daily timekeeping when you have worked your shift.
- **Paycheck Issues/Concerns** - Please submit any issues or concerns you have with your paycheck into this [form here](#). Please do **not** directly reach out to Payroll as we will

connect with them on your behalf if there is a discrepancy with your pay. Once you complete the form, we will respond with a status of your concern after we have researched your issue. Please complete the form with as much information as possible.

- **General Supervisory Questions** - Please email CGSupervisor@cps.edu

Thank you very much for your support in ensuring the safety of our children.

Respectfully,

Crossing Guard Supervisor
CGSupervisor@cps.edu

IMPORTANT NOTE: Effective immediately - Crossing Guards should begin using their CPS email addresses for all communications. Thank you!