

eLearning-Support Staff 2018-2019

The North Newton School Corporation Board of Education recognizes the need to provide alternative means by which students may achieve classroom goals during lost instructional days, due to inclement weather, which may cause a cancellation of the normal school day.

This document will provide guidelines for employees when eLearning days are utilized. The first priority is always the safety of everyone.

Bus Drivers: Bus Drivers will not work on eLearning days and will have the following options for missed income on eLearning days:

- Use a Leave Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the Superintendent

Cafeteria Staff: Cafeteria Staff will not work on an eLearning days and will have the following options for missed income on eLearning days:

- Use a Personal Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the Food Service Director, with the approval of the Superintendent . The Food Service Director may make arrangements for making up missed time with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick leave days may not be used for non-illness related absence on eLearning days.

Custodians: Custodians are expected to work on eLearning days and will have the following options for absences on eLearning days:

- Use a Personal Day
- Use a Vacation Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the Director of Maintenance, with the approval of the Superintendent. The Director of Maintenance may make arrangements for making up missed time with the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick Leave days may not be used for non-illness related absence on eLearning days.

Instructional Assistants/Aides and Title One Aides: Instructional Assistants will not work on eLearning days and will have the following options for missed income on eLearning days:

- Use a Personal Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the building principal, with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick leave days may not be used for non-illness related absence on eLearning days.

Maintenance Staff: Maintenance staff are expected to work on eLearning days and will have the following options for missed absences on eLearning days:

- Use a Personal Day
- Use a Vacation Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the Director of Maintenance and the Superintendent. The Director of Maintenance may make arrangements for making up missed time with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick Leave days may not be used for non-illness related absence on eLearning days.

Nurse: The Nurse is recognized as a salaried employee and is exempt of documenting their work day by a time clock. The Nurse will have the following options for missed income on eLearning days:

- May work at home on reports and other state requirements
- Use a Personal Day
- Nurse may choose not to be paid
- Nurse may make up missed time by making arrangements with the approval of the Superintendent. **The Nurse may not exceed the time allotment per week as outlined in the salary schedule.**
- Sick leave days may not be used for non-illness related absence on eLearning Days.

Health Aides: will not work on eLearning days and will have the following options for missed income on eLearning days:

- Use a Personal Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with both the building principal and the Nurse, with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick leave days may not be used for non-illness related absence on eLearning days.

Secretarial Staff (Schools): Secretaries with their building principals approval may work or not work on eLearning days and will have the following options for missed income on eLearning days:

- Use a Personal Day
- Employee may choose not to be paid
- Employee may make up missed time by making arrangements with the building principal, with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick leave days may not be used for non-illness related absence on eLearning days

Central Office Employees/Directors and Others: Central Office Employees/Directors and others are expected to work on eLearning days and will have the following options for missed income on eLearning days:

- Use a Personal Day
- Use a Vacation Day
- Employee may choose not to be paid
- Employee may make up missed time with the approval of the Superintendent. **An employee shall not exceed the time allotment per week as outlined in the salary schedule.**
- Sick Leave days may not be used for non-illness related absence on eLearning days.

