

Appendix B

East Allen County Schools
eLearning Day Guidelines (Revised 1/2/2019)

Position(s)	Report to Work on scheduled eLearning Day? (In-service)	Report to Work on non-scheduled eLearning Day? (Inclement Weather)	Option to Make-up hours? (Not to exceed 40 hours in a work week)	When can hours be made up?	Clarification on Travel Advisory
Secretaries CRT Media Para Nurses Language Translator Food Service Manager Academic Support Personnel (ASPs) – (excluding OTs and PTs)	Yes , treated as a regular work day.	Yes , treated as a regular work day.	Yes , if schools are closed because of inclement weather. Make-up days/hours cannot exceed regular hours missed during eLearning days.	During designated non-student days with prior approval from your building administrator. Duties to be determined by your supervisor/manager.	If the Allen County Travel Status has been declared a Watch or Warning and EACS Schools are Closed, then employees in this category should not report to work.
PARA- Instructional/ESL PARA – Special Needs PARA – General Supervisory Targeted Assistance Specialist (TAS)	Yes , treated as a regular work day.	No, should not report to work and may use an appropriate benefit day. Personal and family illness may be used if preapproved or if substantiated	Yes , if schools are closed because of inclement weather. Make-up days/hours cannot exceed regular hours missed during eLearning days.	During designated non-student days with prior approval from your building administrator. Duties to be determined by your supervisor/manager.	
Food Service Worker Cafeteria Monitors Bus Drivers Educational Interpreter Bilingual Interpreter Learning Center Supervisor Security Officer Greeters Crossing guards	No, should not report to work and may not use a benefit day	No, should not report to work and may use an appropriate benefit day. Personal and family illness may be used if preapproved or if substantiated	Yes , make-up days/hours cannot exceed regular hours missed during eLearning days.	During designated non-student days with prior approval from your building administrator. Duties to be determined by your supervisor/manager.	