

Employee FAQs

I am an instructional paraprofessional. Do I need to take personal time in order to get paid during the COVID-19 school closure?

No, employees do not need to take personal/sick leave. All paraprofessional and auxiliary staff will be paid their standard base pay. There will also be no overtime worked this week.

Am I allowed to go to my campus and work in my classroom?

No, campuses are closed for cleaning and preparation for our return.

How much is our copay with Aetna if I need to go to the doctor?

[Letter from Aetna- COVID-19 Info](#)

[Letter from CVS- COVID-19 Info](#)

I do not have health insurance and I am not feeling well.

Contact your primary doctor or local health department. The recommendation right now is to not go to the emergency room.

Does FMLA leave continue to run while a district is closed?

Comal ISD is currently closed from March 16th -April 24th. In accordance with FMLA regulations, closures for longer than a week do not count toward an employee's FMLA leave. Contact Glenna Miranda, Benefits Coordinator, at 830-221-2040 or email her at Glenna.Miranda@comalisd.org with any FMLA questions.

Do I use timeclock if I am asked to work?

If and only if you are asked to work by your supervisor:

- If you are onsite you will record your time through timeclock.
- If you are off campus Timeclock is not accessible. Therefore, if are asked to work from home you will record your worked time on a paper copy and submit your timesheet to your supervisor at the end of each week. Paper time sheet needs: date worked, start and finish time, and requested task.

Will teachers report to school on bad weather make-up days?

TEA is in the process of reviewing waivers. Communication in regards to make-up dates will be communicated at a later date.

What are employee expectations during the closure?

- Be on standby during the day so your supervisor can contact you with specific instructions. Follow the specific instructions given by your supervisor.
- If you are not available to attend your “Remote Office Hours” you need to notify your supervisor immediately. An employee absent more than three consecutive workdays but less than five consecutive work days because of personal illness or illness in the immediate family shall submit, to their immediate supervisor, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall contact the Employee Benefits Office.