

## EXEMPT STAFF

### Abilene ISD 2017-2018 Alternative Staff Development and Alternative Work Day Policies (Revised 3-2017)

Abilene ISD will be implementing a new policy that includes 5 contracted days, or 30 hours, that must be completed outside the contract. These 30 hours are accrued in two categories: Alternate Staff Development (minimum of 18 hours) and Alternative Work Days (maximum of 12 hours). (Each day = 6 hours)

#### Alternative Staff Development

Staff Development earned during the off-calendar period is called "Alternative Staff Development" and is required for all teachers and instructional staff members. Full time employees not on a 226 day contract must accumulate a minimum of 18 hours of staff development in the area of their current assignment, as agreed upon with the principal/supervisor.

Exempt staff members are required to complete a minimum of 18 hours of Alternative Staff Development and the hours must be posted in Eduphoria prior to the deadline of April 2, 2018. [Part-time employees are required to complete the number of hours proportional to their contract. Example: a 75% employee would need to earn 75% of 6 hours (.75\*6=4.5 hours) for each Alternative Staff Development day.]

All AISD offices will be closed on designated Alternative Staff Development days for the 2017-2018 school year. Failure to follow procedures in completing hours will result in the employee having their pay docked and may affect their annual evaluation. Instructional personnel may not take a personal/sick/vacation day in the place of Alternative Staff Development hours. In addition, Alternative Staff Development may not be earned for any event that comes with compensation (such as a District stipend, District-funded substitute, Region 14 stipend, etc.).

#### Creditable Alternative Staff Development Activities:

Staff who must accrue Alternative Staff Development hours are required to attend 12 hours of CHAMPS/DSC professional learning. All other professional learning hours **must** relate to the current instructional assignment and be posted in Eduphoria. All Alternative Staff Development activities must be agreed upon with the principal/supervisor prior to staff development attendance. The following list includes Creditable Alternative Staff Development Activities for 2017-2018:

- CHAMPS/DSC Professional Learning – 12 hours *REQUIRED* (Sessions will be offered within AISD during the summer months)
- District and principal/director approved or sponsored activities
- Campus-planned workshops
- Instructional Technology Department Training
- Region 14 ESC Staff Development offerings (prior principal/supervisor approval required)
- State professional meetings –time outside the designated calendar only (prior principal/supervisor approval required)
- New textbook orientation workshops
- Special Education offerings
- A college course in current teaching assignment earns 15 hours of Alternative Staff Development per semester hour credit.
- Staff members may receive Alternative Staff Development credit for independent research, reading or viewing professional development materials such as books, training videos, etc., ***if they have secured their principal/supervisor's prior approval***. No more than 6 hours may be earned in this manner.
- Atomic Learning and other independent online learning approved by the district. No more than 6 hours may be earned in this manner and all Atomic Learning courses must be completed outside the contract hours.

#### Alternative Work Days

Work days earned during the off-calendar period are called "Alternative Work Days" and are available to all employees not on a 226 day contract. Full time employees must accumulate a minimum of 12 hours of work outside the contract. Alternative Work Days may only be earned on non-contract days such as summer, holidays, and weekends. These days may not be earned on scheduled work days.

*\*Applies to all exempt staff such as teachers, counselors, RNs, and administrators who are not on 226 day contracts.*

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Alternative Staff Development hours earned that exceed the required 18 hours may be applied to Alternative Work Day hours. Alternative Work Day hours earned that exceed the 12 hours may **NOT** be applied to Alternative Staff Development hours.

Staff members are required to complete 12 hours (6 hours for each of two days) of Alternative Work Days and the hours must be documented by the campus principal/supervisor prior to the deadline of April 2, 2018. [Part-time employees are required to complete the number of hours proportional to their contract. Example: a 75% employee would need to earn 75% of 6 hours ( $.75 \times 6 = 4.5$  hours) for each Alternative Work Day.]

All AISD offices will be closed on designated Alternative Staff Development/Work Days. Failure to follow procedures in completing hours will result in the employee having their pay docked and may affect their annual evaluation. Employees may not take a personal/sick/vacation day in the place of an Alternative Work Day. Alternative Work Day hours may not be earned for any event that comes with compensation (such as a District stipend, District-funded substitute, Region 14 stipend, etc.).

### **Completion Dates:**

All Alternative Staff Development must be completed and recorded in Eduphoria by Monday, April 2, 2018. The current year begins with the first day of summer vacation – June 1, 2017 for professionals. Special approval may be granted for staff (on 187-day contracts) who have earned their 2016-2017 Alternative Staff Development hours prior to May 29<sup>th</sup> to begin earning Alternative Staff Development for 2017-2018 on May 30-31, 2017.

### **Credit Accumulation:**

Alternative Staff Development and Alternative Work Day hours do not accumulate from year to year.

### **Documentation**

- Plans for an employee's Alternative Staff Development and Alternative Work Days must be agreed upon with the principal/supervisor and documented on the Alternative Staff Development/Alternative Work Day form prior to the end of the 2016-2017 school year.
- The staff member is responsible for entering activities in Eduphoria and submitting supporting documentation to his/her supervisor for activities earned outside of Abilene ISD and outside of Region 14, prior to the deadline. Any professional learning earned at Region 14 is automatically entered for staff by the district and should not be self-reported.
- The staff member is responsible for saving any staff development documentation.
- It is the staff member's responsibility to periodically review his/her electronic transcript in Eduphoria for accuracy and timeliness.

*\*Applies to all exempt staff such as teachers, counselors, RNs, and administrators who are not on 226 day contracts.*