

NON-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 contracted days that must be completed outside the contract. These hours are accrued in two categories: Alternate Staff Development and Alternative Work Days. (Each day = 8 hours)

Work Calendar Length	Alternative Staff Development Hours Required	Alternative Work Day Hours Required
Work schedule of 185 or fewer days	0 hours	0 hours
186 day work schedule	Minimum of 16 hours (2 days)	Maximum of 16 hours (2 days)
187–225 day work schedules	Minimum of 24 hours (3 days)	Maximum of 16 hours (2 days)
226 day work schedule	0 hours	0 hours

Alternative Staff Development

Staff Development earned during the off-calendar period is called “Alternative Staff Development” and is required for all non-exempt staff with 186-225 day work calendars. These employees must accumulate the minimum number of staff development hours in the area of their current assignment, as agreed upon with the principal/supervisor.

Alternative Staff Development hours must be complete and posted in Eduphoria prior to the designated ASD/AWD date in the 2017-2018 AISD Calendar. [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 8 hours (.75*8 = 6 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. Alternative Staff Development hours will be included and tracked in Eduphoria and the TEAMS time clock system. In TEAMS the hours will be tracked in compensatory time. If the compensatory time is used prior to the ASD day, personal business hours (state leave) may be used. No Local Sick Leave may be used. If no state leave is available, the employee's pay will be docked. Refer to district policies on compensatory time in DEAB (Local).

Creditable Alternative Staff Development Activities:

Staff who must accrue Alternative Staff Development hours are required to attend 8 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 – 8 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 field 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 8 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.

**Applies to all hourly compensated staff such as paraprofessionals, LVNs, and associate teachers.*

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Alternative Work Days

Work days earned during the off-calendar period are called "Alternative Work Days" and are available to all employees on 186-225 day work calendars. These employees must accumulate the appropriate number of 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.

Alternative Staff Development hours earned that exceed the required hours may be applied to Alternative Work Day hours. Alternative Work Day hours earned that exceed the number of hours in the table at the top of the page may **NOT** be applied to Alternative Staff Development hours.

Alternative Work Day hours must be complete and posted in Eduphoria prior to the designated ASD/AWD date in the 2017-2018 AISD Calendar. [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 8 hours (.75*8=6 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. Alternative Staff Development hours will be included and tracked in Eduphoria and the TEAMS time clock system. In TEAMS the hours will be tracked in compensatory time. If the compensatory time is used prior to the ASD day, personal business hours (state leave) may be used. If the compensatory time is used prior to the ASD day, personal business hours (state leave) may be used. If no state leave is available, the employee's pay will be docked. Refer to district policies on compensatory time in DEAB (Local).

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 as noted in the appropriate work year calendar.

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 hourly compensated staff such as paraprofessionals, LVNs, and associate teachers.*