

# Professional Development

## *Contractual In-Service Procedures for Flex Days*

### **Definition**

A *Flex Day* is a day an employee is excused from a designated in-service day in exchange for attending a conference, class or other event, or for performing other pre-approved work related activities consistent with the District's Act 48 Plan on non-school hours or day(s). The *Flex Day* may also be granted when a professional staff member uses time on a non-school day for the construction and fulfillment of an individual in-service program consistent with the District's Act 48 Plan. Flex time shall be defined as an approved day or days away from work when the staff member has attended an approved conference, class or other on a non-school day.

The Superintendent shall determine which of the in-service days will be designated as a flex day(s).

### **The Parties**

Staff members may enter into in-service contracts with their building principal subject to approval by the Director of Education K-12.

### **Procedures**

The staff member prepares a proposal for an activity/activities that fulfills his/her professional development needs or goals consistent with the District's Act 48 Plan.

The staff member reviews the proposal with the principal.

If the *proposal* is approved, then the *tentative contract* is forwarded to the Directors.

*Six and a half hours of activity equals one in-service day.*

If a *tentative contract* is made, it is forwarded to the Director of Education K-12 for approval.

If pre-approved by both the principal and director, the contract is approved, My Learning Plan notify the principal and the employee.

When the terms of the contract and evaluation are completed, the employee submits the information through My Learning Plan.

The principal and the Director review the information and provide final approval Through My Learning Plan.

- (1) **Intermediate Unit Sponsored Courses**  
Staff members may select the option to attend a course or workshop, approved by the supervisor/principal, sponsored by the Intermediate Unit or by a college or university. The course will be taken at the time it is offered during the year and the staff member will pay for the credit. **Such credits cannot be applied to a salary increment.** A copy of your transcript must be sent to your immediate supervisor to verify satisfactory completion of the course.
  
- (2) **Department or Building activities developed by the Supervisor/Directors, Principals, or Teachers**  
Individuals or groups of teachers may wish to arrange a special program in cooperation with their immediate supervisor or building principal. Programs may also be initiated by supervisors/coordinators/principals for their individual departments or buildings. These programs should be announced at least 4 weeks (when ever possible) prior to their offering date.
  
- (3) **Evening or Weekend Educational Conferences /After Hours or Summer Curriculum Work**  
Conference attendance may be selected as an in-service option. Your immediate supervisor must approve the conference, and the staff member must pay registration and related fees. If the district pays conference expenses, the conference cannot be used to satisfy an in-service obligation.
  
- (4) **School District Late Afternoon or Evening Workshops**  
Participation at after school or special evening workshops may qualify for flextime. Also, flextime may be used for participation in curriculum writing initiatives. An individual wishing to present a workshop should present a proposal to the principal, supervisor or Directors of Education.
  
- (5) **a. District Committee Work**  
District Committee Work may be used for **one** flex day (*beyond the contractual school day*).
  - PDC
  - SAC
  - Safety
  - Wellness
  - **School-Sponsored Overnight Functions**
  - Writing
  - Calendar

- b. **Building Level Committee or Initiative** may be used for **one** flex day (*beyond the contractual school day*).
  - a. Wellness
  - b. Bullying Prevention
  - c. Safety
  - d. FAC

*Social committee will not count towards flextime.*

**(6) Eligibility for Flex-time**

- i. Any activity that qualifies for ACT 48 credit under the MNSD ACT 48 Plan, qualifies for flextime (with pre-approval).
- ii. All ACT 48 Activities count *except* for:
  - 1. Induction Program
  - 2. Paid Presentations
  - 3. Coursework for Credit/Column Movement
  - 4. Activities for which the employee received compensation or reimbursement
  - 5. Professional Development completed within a contracted school day
  - 6. Functions for which supplemental contracts are paid
- iii. Any workshop taken must be completed before or after school or on weekends and *paid* for by the teacher.
- iv. Teachers may receive approval for flextime for a district-sponsored activity (where there is no charge to the teacher).

**Other**

\* Hours for flextime will be earned **first** for the ***first designated flex day in the board, approved calendar.***

If you earn 6.5 + hours for the first flex day, the hours beyond 6.5 count toward the second flex day.

If you earn less than 6.5 hours, you do not qualify for either flex day. *The hours you earned only count towards ACT 48 credit.*

\* If a group of teachers are participating in a workshop for flex time, **each person** must complete the Contractual In-service for Flex-time Form through My Learning Plan. (To receive ACT 48 credit, each person must sign the attendance form).

- \* If teachers seek Act 48 credit for an individual flextime activity, they must submit the form, *Certificate of Participation, Evaluation and Verification for Continuing Professional Education for ACT 48* to the Director.
- \* A staff member who is applying to be a presenter will receive double the Flextime.
- \* A form has been devised for presenters to complete as guidelines for submission of the proposal for the presentation.(see website or principal for the form).
- \* Personal/Conditional days cannot be used when earning flex time.
- \* Flextime cannot be taken while a person is on sabbatical or leave of any kind.
- \* If for any reason the contract was not fulfilled, then all flextime must be completed by the end of the school year. Makeup contractual experience is done with the approval of the staff member's immediate supervisor.

An exception to this rule applies if the flextime experience falls on a district in-service day. In this case, if ill, a person may take a sick day or opt to make up the contractual time. This decision must be conveyed to the building principal within one week after the in-service day.

Flextime that is not fulfilled or verified by the last day of the school year, the individual will be docked on a per diem basis from the staff member's last day.

## **Time Frames for 2010-2011 FLEXTIME**

Individuals must apply for flextime at least **4 weeks** (whenever possible) prior to the designated district flex day.

Flex hours must be earned by the last day of school for teachers.

With the principal's approval and within the time guidelines described above, flextime must be fulfilled **by June 22<sup>nd</sup>**. (**Calendar year runs from June 22, 2010 to June 22, 2011**)

For **February 18<sup>th</sup>**, application for flextime must be completed by **January 21<sup>st</sup>**. Flextime for **February 18<sup>th</sup>** must be earned by **February 4<sup>th</sup>**.

For **May 27<sup>th</sup>**, application for flextime must be completed by **April 29<sup>th</sup>**. Flextime for **May 27<sup>th</sup>** must be earned by **May 13<sup>th</sup>**.