

Paraprofessionals - Exchange Days Guidelines

Paraprofessionals with the exception of 12 month (227 day) will be able to participate in Professional Development for use of November 20-21 Exchange Days. *However, Paraprofessionals cannot exchange days in the same manner as professionals.* They can earn comp time if they participate in PD off contract which may be applied to November 20-21. Comp time will be tracked in KRONOS and can be used at the employee's discretion with supervisor approval. The employee may or may not choose to use for November 20-21.

Determining Qualifying Professional Development

1. Qualifying Professional Development must be approved by the campus principal/direct supervisor. It must also be submitted to Director of Professional Development.
2. Certifications of completed professional development must be logged into Eduphoria per the instruction of Director of Professional Development.

Maintaining Professional Development as Comp Time in KRONOS

1. Any time spent outside of normal working hours participating in PD must be added to KRONOS **no later than the Thursday following the week of earned comp from PD.**
 - i. If the employee participates in PD on ECISD site, the employee must swipe in/out using KRONOS.
 - ii. If the employee participates in PD off ECISD site, the employee must provide proper documentation of the training and complete a Time Adjustment form for KRONOS with specific in/out times (including lunch). Time Adjustment forms will be given to the manager for manual entry into KRONOS
2. KRONOS manager will verify time added as part of the weekly balancing procedures. Comp time earned as a result of Professional Development must be included during the week actually earned. Normal balancing procedures and deadlines must continue to be strictly adhered to.
3. Note the following:
 - Once earned, comp will go into the employee's comp bucket in KRONOS and therefore treated in the same manner as any other comp time earned.
 - Any comp for PD performed in addition to a 40 hour work week will result as overtime comp (1.5)
 - Any comp for PD performed during a week in which the employee has shortfall will be used to make a 40 hour work week.
 - If the employee leaves the district before November 20-21, all comp balances will be paid out.
 - Comp earned for PD cannot be "saved" for November 20-21, it will be added to the bucket and may be used any time the employee has a short week (less than 40 hours).