



2019-2020 Rationale and Guidelines for Time Equivalency (TE)

Rationale:

The goal of Time Equivalency is to give WISD staff members a choice in their own learning.

Time Equivalency (TE) is designed to allow professional staff members on a **187 day contract** to attend 14 hours and paraprofessional staff members on a **187 day contract** to attend 16 hours of approved professional learning outside the contract or workday to receive credit for TE. Two days in the 2019-2020 Academic Calendar have been designated as TE days, August 12 and 13, 2019.

Time Equivalency allows staff the opportunity to be self-learners. Research shows that professional learning is most effective when its goals and methods match the goals and methods teachers are expected to use with their students. Time Equivalency days give employees the opportunity to select training that is relevant, targeted, and aligned to their professional goals and job assignments. Rather than requiring professional employees to be physically present for two 7-hour days and paraprofessional employees to be physically present for two 8-hour days of professional development, employees have the opportunity to accumulate those hours outside of the regular work day (i.e., evenings, weekends, and summer) and substitute the hours for the designated Time Equivalency days on the calendar.

Guidelines:

1. ALL staff on a 187 day contract are required to complete TE during a time period beginning June 1, 2019, and ending at 5:00 pm on August 13, 2019.
 - All staff on a 187 day contract who complete the TE requirement by 5:00 pm on August 8, 2019, will report for the first day of the 2019-2020 school year on August 14, 2019.
 - Staff on a 187 day contract who do NOT complete the TE requirement by 5:00 pm on August 8, 2019 will report to professional development on August 12, 2019, at 8:00 am to complete the TE requirement. They will attend assigned professional development sessions on August 12 and August 13, 2019, to complete the TE requirement.
 - Staff on a 187 day contract who complete one day of the TE requirement by 5:00 pm on August 8, 2019, will report to professional development on August 13, 2019, at 8:00 am to complete the TE requirement.

Note: TE hours will be forfeited if TE Guidelines are not followed.



2. At the end of the work day, 5:00 pm, on August 13, 2019, personnel who have not completed two days of TE between above dates will **forfeit wages** at the daily rate of pay. Failure to submit certificates in a timely manner will result in forfeited wages. Pay will be docked for the September payroll.
3. Documentation for accumulation of time equivalency shall be maintained by individual staff members, campus principal and Central Office; however, it is each individual's responsibility to upload certificates and comp time for documentation through Eduphoria to receive TE credit.
4. The principal or department supervisor must approve each staff member's participation in an activity for TE credit prior to the activity. Time Equivalency hours may be forfeited if no prior approval was obtained.
5. For professional staff members, one 7-hour day of training provides one day of TE credit. No additional credit will be given for more than 2 days of training earned. All wage and hour employees (paraprofessional staff) on a 187 day contract must earn credit for two contract days. A contract day is equivalent to eight (8) training hours or eight (8) comp hours. Hourly wage staff may earn equivalency time by selecting one of the following options:
 - a. Eight (8) training hours and eight (8) hours of comp time; or
 - b. Sixteen (16) training hours.
6. Sessions must be a minimum of two consecutive hours. Two or more one-hour online sessions that are on the same topic may be eligible for a block of TE credit (please check with your supervisor to verify prior to taking courses).
7. A person attending a session for TE credit must complete the entire training regardless of how many hours the person needs for TE time. For instance, if a person needs 2 hours of TE time and registers for an 8 hour session, the person cannot stay only 2 hours and receive credit. The individual must attend the whole session and use 2 of the 8 hours for TE time.
8. Professional staff members may receive credit for presenting TE courses. If an employee is presenting, the presenter will receive the same credit as they would attending the course. An additional 2 hours of credit for the approved presentation proposal will be awarded.
9. Coursework that was submitted for TE requirements last school year will not be allowed to be taken again and earned for TE requirements this year.
10. The campus/district can provide training related to employee's responsibilities and to improve the employee's job skills. A Staff Development Request form must be completed. The TE credit must be initialed by the Assistant Superintendent who oversees that campus/department.

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11. New employees whose employment begins AFTER August 13, 2019, are NOT required to fulfill TE requirements for the current school year.
12. All employees on a 187 day contract are required to earn Time Equivalency.
13. Staff development activities which **ARE eligible** to provide credit for Time Equivalency with a Pre-Approval Form signed by the employee's immediate supervisor:
 - a. The activity should lead to improving student achievement or to improving the employee's job skills.
 - b. The content of the training must meet needs specified in both individual campus plans and the district improvement plan.
 - c. The content of the training should support TEA's Texas Essential Knowledge and Skills (TEKS) and/or be specific to the Weslaco ISD Curriculum.
 - d. State Regional Service Center Workshops directly related to the classroom teaching assignment and/or employee's job skills
 - e. College courses, including online courses, that are directly related to the classroom teaching assignment for improving student achievement or related to the employee's job responsibilities for improving the employee's job skills (3 hours maximum/year)
 - f. Time Equivalency credit may be granted for training when the school district pays for the staff member's travel and/or registration fees so long as the training occurs during non-contract days
 - g. Online courses/trainings related to job assignment
 - h. Out-of-District Workshops
 - i. Approved Book Study
 - j. WISD Workshops published on *Eduphoria* (Pre-Approval Form not required)
14. Examples of **unallowable** activities that are **NOT eligible** for TE credit include:
 - a. Professional learning sessions attended during contract days or personal/sick days
 - b. After-hour general procedural meetings (i.e., faculty meetings, department meetings)
 - c. Committee work
 - d. Professional learning face-to-face/online sessions for which a stipend or salary is received from the district or other entity
 - e. Academic, UIL or athletic professional learning that is required for which a stipend or supplemental pay is received
 - f. Compliance or required trainings
 - g. Curriculum or benchmark writing and development
 - h. Out-of-town conferences

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15. Eligibility for TE credit hours submitted by an employee for courses NOT offered by the District shall be determined on a case-by-case basis by the campus administrator/department supervisor and the Assistant Superintendent for Secondary Education and Leadership or the Staff Development Director. The employee should seek PRIOR approval with the campus administrator/department supervisor and the Assistant Superintendent for Secondary Education and Leadership or the Staff Development Director before attending such courses to ensure hours are TE eligible.

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**Weslaco Independent School District
Time Equivalency 2019-2020**

I acknowledge that I have read and understand the Time Equivalency (TE) guidelines. I further acknowledge receipt of a copy of the TE guidelines.

_____ Yes, I will participate in Weslaco ISD Time Equivalency offerings.

_____ No, I will not participate in the Weslaco ISD Time Equivalency offerings. Therefore, I will **forfeit wages** at the daily rate of my pay.

_____ Campus/Department

Print Name

_____ Date

Signature

Note: TE hours will be forfeited if TE Guidelines are not followed.