

## **Guidelines for Fulfilling Flex Day Requirements**

**Timeline: June 1, 2022 – May 31, 2023**

### **FREQUENTLY ASKED QUESTIONS**

1. **How many hours must I earn? 12 total hours**
  - a. 187-day employees may earn their clock hours as follows: 6 hours per day. A total of 12 hours = 2 regular employee workdays.
  - b. 187-day employees will **NOT** receive a stipend or any monetary payment for sessions used to fulfill a Flex day.
  - c. Additionally, if 187-day employees elect to utilize a stipend at a workshop, the employee cannot use this workshop for Flex day credit.
  - d. **189-day TEAMS employees will be required to complete 4 days of Flex time totaling 24 hours. Please refer to the TEAMS Flex guidelines for further information.**
  
2. **What activities are allowable for earning Flex time?**
  - a. Flex time includes Professional Development outside of the regular 187-day contract AND workdays or preparation time on campus during the summer months.
  - b. EdTPA prep can count toward FLEX time.
  - c. Please note the timelines below for each type of Flex time activity.
  
3. **What is the time frame to complete the Flex days?**
  - a. Flex Professional Development Days/Hours may be earned for any training or workshop related to enhancing instruction or overall job skill, knowledge, and performance from June 1, 2022 – May 31, 2023.
  - b. Flex time for workdays or preparation time on campus may be earned from the period of June 1, 2022 – July 31, 2022. Employees must sign in on the sign in sheet provided at the school to record Flex time for working in their classrooms.
  - c. Employees have the option of choosing to fulfill Flex days through PD or working in their classrooms.
  
4. **May I use college courses? No**
  - a. College courses do **NOT** qualify. Note: 187-day employees are fulfilling 2 contract days.
  
5. **Will Online Learning/Professional Development apply? Yes**
  - a. Online sessions, such as e-Learning, are allowable. All e-learning activities should be completed outside of the employee's contract days and/or hours to be eligible for Flex credit.
  - b. The sessions are listed on the PowerSchool Professional Learning website.
  
6. **May I use SARIC – sponsored Professional Development sessions? Yes**
  - a. Sessions that are provided by the county or sponsored by the regional in-service center (SARIC) may be used. The sessions are located on the PowerSchool Professional Learning website.
  - b. Keep in mind, for the purposes of PD days, one 187-day employee workday = 6 clock hours.
  - c. SARIC provides a copy of the sign in sheet to the LEA's Professional Development Office.
  - d. 187-day employees should send a copy of their certificate to the Professional Development office. Note the copy as a Flex day.
  - e. Please be sure to sign in at the training site.
  
7. **May I use the AMSTI-sponsored sessions? Yes**
  - a. 187-day employees will **NOT** receive a stipend for sessions used to fulfill a Flex day.
  - b. Additionally, workshops which pay a stipend or a monetary payment are not eligible for Flex day credit.
  
8. **May I use out of district conferences? Yes**
  - a. Participants should have principals' approval to attend the conference and participants must provide the following documentation: copy of the agenda(s), and a copy of the certificate(s). Other documentation may be used at the discretion of the principal. (ex. sign-in sheet)
  
9. **May I use bus recertification to earn FLEX time? No.**
  
10. **May I attend sessions during the regular school day? No**
  - a. There will be no days out of the classroom to fulfill the requirement of the two (2) Flex days.
  - b. 187-day employees may not earn Flex day credit on days that they are scheduled to be in the classroom.
  
11. **Can I fulfill my Flex day requirement while attending a specific conference? Yes** • For example: GRITC, CLAS, AEA, MEGA or Affiliates of Professional Associations.
  - a. Participant will follow the documentation procedures in place at the conference.
  - b. If the conference is held during the school year and the 187- day employee is on administrative leave, the 187- day employee can earn PD credit but it CANNOT be used to fulfill a FLEX day requirement.

12. What happens if I do not fulfill my two (2) Flex day requirement within the designated time period?

*Failure to fulfill all contract days including the required (2) two Flex days may result in leave without pay for any contract days not fulfilled. Adequate documentation of professional development days or hours is required.*

**COACHES-**

For the purpose of meeting the 187-day contract obligation; coaches may use 1 day of the Flex day requirement for athletic purposes. The other day should be used for professional development or teacher preparation in the academic or instructional area to which they are assigned.