

## BARBERS HILL INDEPENDENT SCHOOL DISTRICT

### Exchange Day Procedure for Campus/Department Related Assignment for Professional Employees

During the 2019-2020 school year, the staff of Barbers Hill ISD will be allowed to request exchange days if they have worked outside of the assigned employment period.

Examples of work that would be considered for approval include curriculum development or revision; CBA (Curriculum Based Assessment) development or revision; or modifying curriculum for special need students.

- 1) The work must not be completed during a regularly assigned workday.
- 2) A total of six clock hours must be accumulated for each exchange day. Several shorter periods may be added together to equal the required time. No less than one full day will be allowed.
- 3) The Exchange Day must be **pre-approved** by the campus principal **and** the Assistant Superintendent for Curriculum and Instruction.
- 4) Work must be completed prior to the exchange day and product submitted to the campus principal.
- 5) The time worked must be verifiable.

Days designated for exchange are November 25-26, 2019 and January 20, 2020.

If work cannot be verified and the exchange day(s) is taken, the employee will be docked on the last paycheck for the year.





**BARBERS HILL INDEPENDENT SCHOOL DISTRICT**

*Exchange Day Request for Campus/Department Related Assignment*

Name: \_\_\_\_\_

Goal for the day: \_\_\_\_\_

\_\_\_\_\_

Proposal: \_\_\_\_\_

\_\_\_\_\_

Product Planned for Completion: \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Assist. Sup. Of C&I Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Product submitted:  yes  no Date submitted: \_\_\_\_\_