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## **Weslaco Independent School District Professional Development Department**

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### **2020-2021 Rationale and Guidelines for Time Equivalency (TE)**

**Rationale:** The goal of Time Equivalency is to give staff members input into their professional 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. Two days on the 2020-2021 Academic Calendar have been designated as TE days, 10 and 11 August 2020.

TE encourages staff to be self-learners. Research shows that professional learning is most effective when its goals and methods match the goals and methods staff are expected to use with their students. TE 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 workday (i.e., evenings, weekends, and summer) and substitute the hours for the designated TE days on the calendar.

#### **Guidelines:**

- 1. ALL staff on a 187 day contract are required to complete TE between 1 June 2020 and 5:00 p.m. 7 August 2020.**

**NOTE: TE hours will be forfeited if the TE Guidelines are not followed.**

- All staff on a 187 day contract who complete the TE requirement within the timeframe allotted will report for the first day of the 2020-2021 school year on 12 August 2020.
  - Staff on a 187 day contract who do not complete the TE requirement by 5:00 p.m. on 7 August 2020 will report to professional development on 10 August 2020 at 8:00 a.m. They will attend assigned professional development sessions on 10 and 11 August 2020 to complete their TE requirement.
  - Staff on a 187 day contract who complete one day of the TE requirement by 5:00 p.m. on 7 August 2020 will report to professional development on 10 or 11 August 2020 at 8:00 a.m. to complete their TE requirement.
2. All personnel who have not completed their TE requirement by 5:00 p.m. on 11 August 2020 will forfeit wages at their daily rate. Pay will be docked for the October payroll.
  3. When attending a training session that grants EL and TE credit, the attendee must select which will apply.
  4. Documentation for TE will be maintained by the staff member, campus principal/department head and Central Office. It is the individual's responsibility to upload certificates and comp time through Eduphoria to receive TE credit. There is no need to upload certificates for district sponsored staff development which the staff member has pre-registered for on Eduphoria.
  5. The principal/department supervisor must approve each staff member's participation in out-of-district/non-Eduphoria activities for TE credit for the activity. The TE hours may be forfeited if no prior approval was obtained.
  6. Professional staff members may count a 7-hour day of training for each day of TE credit, while all paraprofessionals on a 187 day contract must earn credit for two 8 hour contract days. Hourly wage staff may choose one of the following options for their TE:
    - a. Sixteen (16) training hours; or
    - b. Eight (8) training hours and eight (8) hours of comp. time. Please note that requests for TE credit for comp. time must be submitted to the principal/director by 3 August 2020. The principal/director will schedule the date and tasks to be completed.

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7. No additional credit will be given for more than 2 days of completed training. TE sessions must be a minimum of two consecutive hours. Two or more one-hour block online sessions that are on the same topic may be eligible for a block of TE credit if approved by the staff member's supervisor prior to taking the courses.
8. 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 example, if a staff member needs two hours of TE credit and registers for an 8 hour training, the person cannot stay only two hours and receive credit. The individual must attend the whole session and use two of the eight hours for TE.
9. Professional staff members may receive credit for presenting TE sessions. If an employee is presenting, the presenter will receive the same credit as they would attending the course. An additional two hours of credit for the approved presentation proposal will be granted. The presentation form is available on the TE website and must be approved in advance by either the principal, department director, or C&I strategist.
10. Courses that were submitted for TE requirements in the 2019-2020 school year will not be allowed for TE credit in the 2020-2021 school year.
11. The campus/district can provide training related to employee responsibilities in order to improve the employee's job skills. A Staff Development Request Form must be completed designating the training for TE. The TE credit must be pre-approved by the Assistant Superintendent who oversees that campus/department.
12. New employees whose employment begins AFTER 12 August 2020, as verified by Human Resources, are NOT required to fulfill TE requirements for the 2020-2021 school year.
13. WISD Workshops published on Eduphoria do not require a Pre-Approval Form. The following staff development activities ARE eligible for TE credit with a Pre-Approval Form signed by the employee's immediate supervisor before beginning the course:
  - a. The activity should lead to improving student achievement or to improving the employee's job skills.

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- b. The content of the training must meet the needs specified in both the campus and district improvement plans.
- 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 the employee's job skills.
- e. College courses, including online courses, that are directly related to the employee's classroom teaching assignment or for improving the employee's job skills (maximum 3 hours TE per year).
- f. Online courses/trainings related to job assignment.
- g. Out-of-District workshops related to job assignment.
- h. Book study approved by the Assistant Superintendent responsible for the campus/department.

14. Examples of UNALLOWABLE activities which are NOT ELIGIBLE to earn TE credit include:

- a. Professional learning sessions attended during contract days.
- b. Professional learning sessions attended during personal/sick days.
- c. After-hours general procedural meetings (i.e. faculty/department meetings).
- d. Committee meetings and after hours work.
- e. Compliance training that is required, or for which the attendee receives a stipend or supplemental pay (i.e. CPR/Concussion Training).
- f. Out-of-town conferences.

15. All staff on a 187 day contract must submit a completed Time Equivalency Guidelines Acknowledgement Form to their principal/department supervisor prior to 1 June 2020. Principals will maintain these forms, alphabetized, in a folder for review in August 2020.

16. Please address any questions or concerns to John F. Garlic, Professional Development 956/969-6914 or [jgarlic@wisd.us](mailto:jgarlic@wisd.us).

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