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Weslaco Independent School District

Human Resources Department

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Dr. Richard Rivera
Interim Superintendent of Schools

2020-2023 GUIDELINES FOR FLEX DAYS: 230 DAY STAFF

1. *Staff must submit a completed Flex Day Acknowledgement form to the campus/department secretary.*
 - a. *Original forms will kept at the campus/department level*
 - b. *Email Rose Garcia (rosagarcia@wisd.us) a copy of the acknowledgement forms.*
2. *It is the staff member's responsibility to upload forms/certificates through Eduphoria to receive Flex Days credit. (contact Rose if you need assistance with the upload)*
3. *ALL staff who work 230 days are required to complete two (2) days by 5:00 p.m. on Friday, March 31, 2023.*
4. *Compensatory time earned, non-contractual days worked and/or sessions attended on or after July 1, 2022 are eligible for Flex Days credit.*
5. *Personnel who have not fulfilled the 2-Flex Day requirement by said date, will forfeit wages at their daily rate. The payroll dock will occur during the May 2023 payroll.*
6. *When attending a training session that grant multiple credit opportunities, the attendee must select where to grant credit. Select TE (Time equivalency) for Flex Day credit.*
7. *Sessions must be complete in full, regardless in the number of hours needed for completing in order to receive credit. For example, if the session is 4 hours and only 2 hours are needed to fulfill Flex Days completion, all 4 hours of the session must be completed.*
8. *The principal/supervisor must approve each staff member's participation in an out-of-district after hours, or weekend activities for Flex Day credit.*
9. *All hours worked on weekend and after hours must be pre-approved and verified using the electronic time-clock*
10. *Para-Professional Staff Requirements:*
 - a. *Sixteen (16) hours is considered complete.*
 - b. *Hours can be accrued during the evenings, weekends, days noted as a holiday on the academic calendar and/or vacation period.*
 - c. *Pre-approved comp. time hours may be used.*
11. *Professional Staff Requirements:*
 - a. *Fourteen (14) hours is considered complete.*
 - b. *Hours can be accrued during the evenings, weekends, days noted as a holiday on the academic calendar and/or vacation period.*