

Trade Time Guidelines

At Iredell-Statesville Schools, the minimum length of the school day for licensed staff is set at seven hours and thirty minutes. However, the workday continues until all professional responsibilities to the students and school are completed. This includes required training such as Vector Solutions and administrative meetings including faculty meetings, IEP meetings, PLCs, curriculum development, student supervision, graduation duties, assigned tasks, parent conferences, group or individual planning, and extracurricular activities. These duties are considered part of our professional responsibilities and are not eligible for trade time. Any alternative work schedules or flex-time must be coordinated and accounted for using the established procedures for Trade Time.

Trade Time – Certified Staff - Exempt Employees

Definition: These are exempt employees. These employees are not eligible to earn overtime or comp time.

- G**
u
i
d
e
i
n
e
s
- Prior written approval for specific dates of trade must be obtained from the Principal.
 - Any trade days not used by June 30th will be available to use until the first day of school for students the following year. After that date, any unused trade time from the previous year will expire.
 - Trade time cannot be donated to another employee.
 - Any trade time used and not earned will result in a deduction of available leave balances. If a leave balance does not exist, the employee's paycheck will be docked.
 - Trade time is to be used on non-instructional days. Any exceptions must be approved by the appropriate school level administrator.
 - Trade time cannot be earned on scheduled duty days.
 - Trade time can be earned in two-hour increments and are used in half-day or full day increments.
 - Trade days should be earned for unpaid alternative work assignments only. **(Positions that receive a supplement for additional responsibilities cannot earn trade time for those same duties.)**
Alternative work assignments examples include:
 - Staff development offered in the summer or on a Saturday if a stipend is not paid.
 - Teacher works more than the expected number of athletic events.
 - Working athletic events will be required for two games per school year. Trade time will be awarded only after working the two required games.
 - The maximum number of trade time an employee can earn for working during the summer at the Principal's request (not including staff development) is two days.
 - Trade time earned and used should be tracked on the Google drive spreadsheet provided by Payroll. Trade time used should be entered into LINQ with the absence code '54'.

TradeTime – Classified Staff - Non-Exempt Employees

Definition: A non-exempt employee are those employees that are paid overtime or that earn comp time.

- These employees should remain on the clock while working during their scheduled work day.
- Should a classified employee work on the weekend for an alternative work assignment (Family Night, Fall Festival, etc.) that employee should sign in/out in Time Keeper. The amount of time worked is pre-determined and approved by the Principal.
- As always, try to flex time during the work-week to avoid any potential overtime from a weekend work assignment.

Trade Time – Administration (Principals/Assistant Principals/Directors/ Chief Officers)

- These employees do not earn trade time.
- The only exception would be if the employee works a holiday and trades that holiday time for a later date. This should be approved by the employee's supervisor or grade level Chief Officer.