

Flex Time In-Service Plan

Revised 29 January 2009

1. Purpose:

The purpose and intent of the flex time in-service option is to give faculty an opportunity to acquire new skills and knowledge corresponding to the professional needs of that individual. The spirit of the program is to encourage professional self-development among Moon Area Teachers. Faculty chosen programs may or may not fall in the normally scheduled in-service work time. A teacher would voluntarily choose a program that would fulfill the employee's January in-service day work obligation.

2. Guidelines:

A. Suggested activities include but are not limited to:

- 1) pre-approved conferences, workshops or AIU classes
- 2) Pre-approved individual or group projects (e.g., discussing and evaluating children's literature, video taping a taught lesson with feedback provided by grade-level peers, elementary building program coordination, etc.
- 3) Pre-approved curriculum projects (e.g., curriculum mapping)
- 4) Technology and other classes offered by the district.

B. Activities must qualify for Act 48 recertification hours as defined in the Moon Area Schools Act 48 Plan. *Not all programs that qualify for ACT 48 hours qualify for flex-time in-service. Teacher selected programs should directly reflect the PURPOSE of flex-time as described above.* Act 48 credits exceeding six credit hours can be earned in full even though there is a limit to six work hours. Approval must be received before Flex-time is authorized.

C. The total time requirement is 6 hours (equal to a regular in-service day) and replaces attendance at the designated January in-service day. Approved programs can exceed 6 hours with the understanding that only the six January in-service day work hours will be excused.

D. The hours must be fulfilled outside of the regular work day (contractual time), i.e., after school, evenings, weekends, or Summer. Activities that take place during the school day (e.g., conferences) do not count toward flex-time hours.

E. In order to count toward flex-time, any costs associated with an activity are to be paid by the teacher. If the district reimburses the individual for the activity (conferences and graduate credits, mileage), flex-time hours would not be granted. *While it is anticipated that this will be a rare occurrence, faculty who exhaust reimbursable credit expenses can apply for flex-time credit.*

F. The annual time window for completing flex-time activities will be from February 1st of one school year to December 1st of the following year to receive in-service credit for the January in-service date that immediately follows.

G. No credits will be carried over from one annual window to the next.

H. It is understood that teacher selected programs that exceed six hours will only be credited one January six-hour in-service.

I. To simplify accounting, no partial half day or hour-by hour credits will be awarded.

J. Teachers can complete more than one program exceeding six total hours for flex-time in-service credit. *No applications for less than six credits will be accepted. The initial flex-time proposal application must indicate that **all** programs total six or more in-service credit work hours.* This must be accomplished within the annual time window.

K. Teachers who have not properly reported completion of approved flex-time programs by close of the December 1st window will be required to attend the January in-service. No future credits will be awarded.

Program Accountability:

A. The Superintendent is the approving authority for all flex-time requests.

B. Teachers are to ensure deadlines are met to avoid discrepancies.

C. The digital “Flex-Time In-Service Application” is available on the Moon Area computer network for teachers to apply.

D. Teacher applications for flex-time approval must be submitted electronically no later than 15 calendar days prior to the program start date.

E. Superintendent approval will take place using hard copy documentation.

F. January in-service exemption verification will be done both electronically and hard copy.

G. Hard copy verification will be used to confirm actions taken in the event of computer electronic failure and/or other program discrepancies. Teachers will maintain hard copy documentation.

H. The Act 48 committee, while not an approving authority, will review approved programs.

Procedures:

A. Teacher or group of teachers identify and/or design project that is related to their subject area or teaching. **THE PROGRAM TIME MUST FIT INTO THE FLEX-TIME COMPLETION WINDOW DATES FOR CREDIT.** Teacher(s) should include the means by which program completion will be validated. (E.g., certificate, computer log in, etc.,)

B. Teacher(s) submit proposal or program participation electronically to Central Office at least 15 calendar days prior to start date. (Point of Contact is the ACT 48 Chairperson.)

C. Teacher(s) send hard copy supporting documents to include brochures, etc., to The ACT 48 Chairperson for record at least 15 calendar days prior to start date.

D. A data base of Flex-time requests will be maintained by The Act 48 Chairperson for Superintendent's approval and to track requests.

E. Approval is sent to teacher(s) via email.

F. Teacher(s) complete program(s) as designated.

G. Teacher(s) report completion electronically and forward program completion verification hard copies. When teachers design an in-house program, they will need to submit the agreed verification. All completion verifications must be completed no later than COB December 1 for January in-service credit.