

WSSD Flex Time

District Flex Days vary from year to year based on the school calendar and available flextime opportunities. Teachers can qualify for this time based on the guidelines listed below.

1. All flex hours must...
 - a. be part of a district or school-based initiative,
 - b. have a direct connection to student learning,
 - c. receive approval prior to the start of the work (see below for submission details).
2. Flex hours cannot be “rolled over” into subsequent years.
3. In some instances, teachers can opt to acquire flex hours rather than payment (i.e. vertical team work).

Flex Hours at the Building Level:

1. Teachers complete the Flex Time Approval Form and submit it to the school principal.
2. Once approved by the building administration, the form will be submitted to the Education Office (Curriculum or Special Education as appropriate) for approval.
3. Once approved, Central Office personnel will forward copies of the form to the building principal and requesting teacher. Central Office will add the teacher’s name and hours obtained to a combined spreadsheet and distribute the completed list to building principals in late May.

Building Examples of Flex Hours:

- Plan and implement building staff development approved by principal
- Workshops or other PD related to specific building-based initiatives

Flex Hours at the Central Office Level:

1. Teachers complete and submit the Flex Time Approval Form to the appropriate Director.
2. Once approved, Central Office personnel will forward copies of the form to the building principal and requesting teacher. Central Office will add the teacher’s name and hours obtained to a combined spreadsheet and distribute the completed list to building principals in late May.

Curriculum and Education Office Examples:

- Hours spent *outside the contract day in committee work* based on initiatives from the Curriculum and Education Office:
 - Non-paid vertical team work
 - Curricular projects tied to initiatives (ie: report card development, common assessment development, etc.)
 - Program study for curricular initiatives at conferences

Special Education Examples:

- DCIU trainings for related service providers that are not offered during school hours
- Life Skills and Autistic Support Vertical team meetings
- Curriculum Writing for a specific support type (i.e ES, AS, etc.)
- Preparation activities (interviews, scheduling, etc.) for ESY (Directors and Assistant Directors only)

WSSD Flex Time Approval Form

All flex hours must...

- be part of a district or school-based initiative,
- have a direct connection to student learning, and
- receive approval *prior* to the start of the work

Name: _____ School: _____

Dates Work Performed: _____

Work Coordinated Through: _____ Curriculum & Education (*submit directly to C&E*)
_____ Special Education Office (*submit directly to Spec. Ed*)
_____ Building (*submit to school principal first*)

Work/Task Description:

Completion Date: _____ *Note: All work must be completed prior to June 1st.*

Number of Hours: _____ / 7

Principal Approval: _____ Date: _____

Central Office Approval: _____ Date: _____