

WSSD FLEX TIME GUIDELINES

District Flex Days vary from year to year based on the school calendar and available Flex Time opportunities. Flex Time must be **pre-approved** using the district form **by April 30th** of each school year. Requests after the work is completed may not be approved. The first of the two Flex Days is a District Flex Day earned through PD/Duties related to district-based initiatives. The second of the two Flex Days can be used for either an additional District Flex Day or a Building Flex Day earned through PD/Duties related to building-based initiatives.

Examples of acceptable Flex Time activities can be found in the charts below. All Flex Time activities represent *unpaid* PD/work outside of contract days/time and/or take place outside of the collective bargaining agreement time. As conditions and needs change from school year to school year, all requests for Flex Time will be reviewed on a case-by-case basis. The granting of Flex Hours should not be considered precedent for future years. Flex Hours earned must be applied to the upcoming Flex Days in the school year calendar. They cannot be “rolled over” into subsequent years.

Category 1: District Flex Hours (up to 14 hours)

All District Flex Hours must...

- be part of a current district or school-based initiative,
- have a direct connection to improving student learning and achievement
- Teachers should submit forms directly to the Office of Curriculum and Education or the Office of Special Education.

Examples of Approved District-Based Flex Time PD/Work:
Non-paid Vertical Team work
Curricular projects or redesign tied to C&E initiatives as directed by C&E/Special Education Directors (may include summer work)
External meetings/PD as directed by C&E/Special Education Directors
The development of curriculum for new, board-approved courses
Non-contract day conference or workshop attendance as directed by C&E/Special Education Directors
Non-paid STEM Advisory Council or other district committees
Curriculum Writing for a specific support type (i.e ES, AS, etc.)
Non-paid technical support staff as assigned by C&E/Special Education Directors/Building Principals

Category 2: Building Flex Hours (up to 7 hours)

All Building Flex Hours must...

- Building Flex Hours are at the discretion of the Building Principal.
- Teachers should submit the Flex Time form directly to the Building Principal for pre-approval.

Examples of Building-based Flex Day Activities
Building-based PD beyond the contracted work day
External PD based on individual teacher interest and growth rather than current district or building initiatives
Coordination of non-supplemental events beyond contractual 5 events
Extended work day activities related to a <i>specific</i> building initiative
Submitting Letters of Recommendation beyond a certain number
Summer Placement Test Administration/Scoring
Contributing to the development and implementation of building staff development as directed by Building Principals or Central Office
Building-based PD beyond the contracted work day
Non-contract day conference or workshop attendance as directed by Building Principal

The following activities do not count as either District or Building Flex Hours

Non-Examples of Flex Time PD/Work Regardless of Category:
Enhancing or tweaking existing curriculum outside of curricular initiatives
External PD based on individual teacher interest and growth rather than current district or building initiatives
Contract day conferences or workshops or conferences/workshops as part of membership with other professional organizations
Extended work day activities unrelated to a <i>specific</i> building or district initiative
Observations/consultation with colleagues in other districts regardless of date/time
Attending field trips

Flex Time Approval Process

1. Teachers seeking Flex Time should complete the Flex Time Approval Form ([page 4](#)) and submit it to appropriate office:
 - a. For PD/work coordinated through the **building principal**, submit first to principal who will forward any approved forms to C&E or Special Education
 - b. For PD/work coordinated through **C&E or Special Education**, submit directly to the appropriate central office.
2. For disputed submissions, the Flex Time Committee will make the final decision.
3. Central Office personnel will forward copies of all approved forms to the requesting teacher.
4. 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.

WSSD FLEX TIME APPROVAL FORM

All Flex Hours must be pre-approved by **April 30th** (*work cannot begin without prior approval*)

PLEASE COMPLETE EACH SECTION BEFORE SUBMISSION:

Name: _____ School: _____

Submission Date: _____

Dates Work Performed: _____

Work Coordinated Through: ___ Curriculum & Education (***submit to C&E***)

 ___ Special Education Office (***submit to Spec. Ed***)

 ___ Building (***submit to school principal***)

Describe the current district or school-based initiative to which the PD/work is related:

For District Flex Hours: Explain the way/s in which the PD/work will improve student learning and achievement:

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

Number of Hours: _____ NOTE: Building Flex Hours are capped at 7 hours total.

Principal Approval: _____ Date: _____
(Required for school-based Flex Hours)

Central Office Approval: _____ Date: _____
(Required for District Flex Hours)