



2024-2025 Alternative Staff Development Day Policy
(Revised 1-2024)

Abilene ISD will be implementing a policy that includes **2 contracted days, or 16 hours**, that must be completed outside the contract.

| Work Calendar Length | Alternative Staff Development Hours Required |
|------------------------------------|----------------------------------------------|
| Work schedule of 185 or fewer days | 0 hours |
| 186–225 day work schedules | 16 hours (2 days) |
| 226 day work schedule | 0 hours |

Alternative Staff Development Days

Staff Development earned during the off-calendar period is called “Alternative Staff Development” and is required for all non-exempt staff with 186-225 day work calendars. These employees must accumulate the minimum number of staff development hours in the area of their current assignment, as agreed upon with the principal/supervisor.

Alternative Staff Development hours must be completed and posted in Eduphoria prior to the designated ASD date in the 2024-2025 AISD Calendar. [Part-time employees are required to complete the number of hours proportional to their contract. Example: a 75% employee would need to earn 75% of 8 hours (.75*8 = 6 hours) for each Alternative Staff Development day.]

All AISD offices will be closed on designated Alternative Staff Development days for the 2024-2025 school year. Failure to follow procedures in completing hours will result in the employee having to use comp time, personal days and/or having their pay docked and may affect their annual evaluation. Alternative Staff Development hours will be included and tracked in Eduphoria and the Frontline/TEAMS time clock system. In Frontline/TEAMS the hours will be tracked in compensatory time. If the compensatory time is used prior to the ASD day, personal business hours (state leave) may be used. No Local Sick Leave may be used. If no state leave is available, the employee’s pay will be docked. Refer to district policies on compensatory time in DEAB (Local).

In addition, Alternative Staff Development may not be earned for any event that comes with compensation (such as a District stipend, District-funded substitute, Region 14 stipend, etc.) unless specifically defined in the Alternative Staff Development Activities description.

Creditable Alternative Staff Development Activities:

All professional learning hours **must** relate to the current instructional assignment and be posted in Eduphoria. All Alternative Staff Development activities must be agreed upon with the principal/supervisor prior to staff development attendance. The following list includes examples of Creditable Alternative Staff Development Activities for 2024-2025:

- CHAMPS/DSC Professional Learning – mandatory for all staff who have not completed this training
- District and principal/director approved or sponsored activities
- Campus-planned workshops
- Digital Coaching Department Training
- Region 14 ESC Staff Development offerings
- State professional meetings –time outside the designated calendar only (prior principal/supervisor approval required)
- New textbook orientation workshops
- Special Education offerings
- College course in the current field - earns 15 hours of Alternative Staff Development per semester hour credit
- Staff members may receive Alternative Staff Development credit for independent research, reading or viewing professional development materials such as books, training videos, etc., **if they have secured their principal/supervisor’s prior approval**. No more than 8 hours may be earned in this manner.
- Infobase Learning Cloud (formerly Hoonuit), Gateway, and other independent online learning approved by the district. Infobase hours should be entered into Eduphoria as a portfolio entry and submitted for approval to their campus principal/supervisor.

**Applies to all hourly compensated staff such as paraprofessionals, LVNs, and associate teachers.*



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Clerical Staff Only:

For the 2024-2025 school year, with supervisor approval, clerical staff may be given the opportunity to earn Alternative Work Day (AWD) credits that can be used to fulfill the Alternative Staff Development (ASD) requirement. In other words, with supervisor approval, clerical staff may work off-contract for a total of two (2) days (16 hours for a full-time employee) to cover the ASD required days. These two days of work off-contract may be reduced by the supervisor if that supervisor directs a clerical staff member to attend a professional learning opportunity in order to provide support for their organization. Time must be approved by campus/department supervisor **PRIOR** to earning these hours and must still be entered in his/her Eduphoria profile for approval. As a reminder, clerical staff will need to clock in to complete the necessary hours and clock out, submit for approval in Eduphoria, and receive approval from his/her supervisor **BEFORE** each of the cut off dates: October 14th (8 hours) and April 18th (16 hours). *NOTE: For a list of positions eligible to earn AWD hours, please contact Hollye Stallings or Jennifer Stonerod. Instructional positions are not included.

Completion Dates:

All Alternative Staff Development Days must be completed and recorded in Eduphoria prior to each Alternative Staff Development Day on the 2024-2025 calendar. For example, a minimum of eight (8) hours must be earned prior to Oct. 14th, 2024 in order to not use compensatory or personal business hours (state leave) and sixteen (16) hours (total) must be earned by April 18th, 2025. The current year begins with the first day of summer vacation based on the Abilene ISD Academic Calendar Planner (May 28, 2024).

Credit Accumulation:

Alternative Staff Development hours do not accumulate from year to year.

Documentation:

- Plans for an employee's Alternative Staff Development and Alternative Work Day must be agreed upon with the principal/supervisor and documented on the Principal Approval Form prior to the end of the 2023-2024 school year.
- The staff member is responsible for entering activities in Eduphoria and submitting supporting documentation to his/her supervisor for activities earned outside of Abilene ISD and Region 14, prior to the deadline. Any professional learning earned at Region 14 is automatically entered for staff by the district and should not be self-reported.
- The staff member is responsible for saving any staff development documentation.
- It is the staff member's responsibility to periodically review his/her electronic transcript in Eduphoria for accuracy and timeliness.