



Italy ISD Staff Development Credit Equivalency Days 2019-2020

SDCE hours are earned by attending District-approved staff development during off-contract time between **May 28, 2019 and November 22, 2019.**

The 2019-2020 board approved calendar includes 18 hours or 3 days of SDCE credit. Equivalency days are noted on the calendar as November 25, 26 and 27. SDCE hours are a minimum requirement as part of compensation plans. All staff are expected to attend additional training and development opportunities as required by their supervisor. We want to be at our very best for students!

Staff members do not report for duty on designated SDCE days; therefore if SDCE hours are not accrued, the staff member will be docked full pay for each hour of missing credit. Otherwise you will have been compensated for days that you did not work. *Six SDCE credit hours are needed for each SDCE day.*

Staff members joining Italy ISD after the first day of school will be responsible for the SDCE days designated on the district calendar that occur during the portion of the year for which they are employed.

Out-of-district training sessions must be pre-approved by the principal/supervisor via a certificate of validation email or online form in order to be used for SDCE day hours.

The certificate of validation must be signed by the presenter at the workshop or an official CPE certificate must be obtained and submitted with the certificate of validation. Also upload your certificates into Eduphoria Workshop with the title of 2019-2010 SDC ____ hours of credit.

Professional development where the employee earns payment for attending may not be used for SDCE credit

SDCE cannot be carried from year-to-year.

Employees attending summer workshops, seminars or conferences without prior approval from a supervisor should be advised that their hours of attendance may not be approved.

For the 2019-2020 school year teachers and paraprofessionals reporting for work on August 12 may use the online SafeSchools compliance training if it is completed before August 12. Employees already on contract may use compliance online trainings if they earn them on the weekends or in the evening.

Each 3-hour college course that is relevant to the staff member's work and that is approved by the principal/supervisor will be counted as 6 SDCE hours. A maximum of two college courses per year may be utilized for SDCE hours.

Compensatory or "comp time" for the purpose of SDCE credit is only available for paraprofessional staff, and must be **pre-approved** by the campus principal or supervisor. All compensatory time to be used for SDCE time must be accrued prior to November 15, 2019.

2019-2020 SDCE Hour Requirements by Position:

Professional Staff: 18 SDCE hours (pre-approved by principal/supervisor)

Instructional Paraprofessionals: 18 SDCE hours (which may include comp time)

Non-Instructional Paraprofessionals (Office Staff): 18 SDCE hours (which may include comp time)

Cafeteria Personnel: will attend training as assigned by their supervisor

Maintenance and custodial personnel should plan to work on November SDCE dates unless otherwise notified.