

IMPORTANT

PLEASE READ CAREFULLY

Information about Campus Comp Days

All certified professional personnel shall complete forty (40) clock hours of Continuing Professional Education (CPE) annually. These clock hours may include CPE activities completed as part of the campus professional development days as well as CPE activities completed during other working days or outside the employee's normal work time. All CPE activities must be approved by the employee's supervisor, and completion of the required CPE hours is part of the employee's annual performance appraisal.

District procedures allow for a certain number of hours completed on the employee's own time (outside of the regular workday schedule) to be used on specified "Comp Days". Employees who have completed at least 6 hours of supervisor-approved professional development on non-contract time or outside normal business hours are eligible to comp out of a prearranged day at a later time within the school year.

Comp Days are optional and staff members are not required to comp out of campus comp days. Workshops will be provided by the campus for all staff members who are not eligible for the campus comp days.

Campus-based Certified Professionals

Campus-based certified professionals will be eligible for two campus comp days. To be eligible for both comp days, staff members must earn 12 hours of professional development credit on non-contract time.

Campus Comp Days: Please check with your principal for the two (2) dates for your campus comp days.

**6 hours must be earned prior to 1st Campus Comp Day.
6 additional hours (12 total) must be earned PRIOR to 2nd Campus Comp Day.**

Campus-based professionals who are new to the district and who attend the two days of new teacher orientation provided by the district prior to the beginning of their scheduled contract days may comp out the **2 campus comp days**.

Certified Professionals Assigned to Central Office Departments

Certified professionals assigned to central office departments are also eligible for up to 2 days of comp time, scheduled with their supervisors on mutually agreeable days on a staggered schedule, for the use of earned comp time.

Paraeducators and Office Professionals

Paraeducators and office professionals will be afforded the opportunity to meet their annual professional development requirement entirely on scheduled workdays. However, if they choose to complete continuing education activities outside scheduled work time, a maximum of twelve hours (or two days) can be approved and comp time provided. Campus-based paraeducators and office professionals will be eligible for the campus comp days. Office professionals assigned to central office departments must schedule with their supervisors mutually agreeable days on a staggered schedule for the use of any earned comp time.

Comp Days are optional and staff members are not required to comp out of the campus comp days. Workshops will be provided by the campus for all staff members who are not eligible for the campus comp days.