

Q. Are there limitations on specific activities?

- A. The following activities require prior approval and may not be considered after the fact: independent study; development of curriculum or continuing education materials; presenting of continuing education activities; service as a mentor; participating in campus site-base decision making teams; participation district-level planning and decision-making committees; volunteer services to our students. While all approved hours will be recorded, no more than six hours from this group may count toward your annual requirement.**

Q. What are comp days and how do I earn them?

- A. All salaried employees are encouraged to participate in professional development activities. To encourage participation, district procedures allow a certain number of hours completed on the employee's own time to be used on specified comp days. Employees who have completed at least six hours of supervisor-approved professional development outside of normal working hours are eligible to comp out of a pre-arranged day at a later time. Campus based professionals may earn the hours needed to be eligible for up to two campus comp days. Administration Building, ISC, and Warehouse, Transportation and Maintenance Center professionals are eligible for two days of comp time on days approved by their supervisor. To earn both two days, employees need to complete 12 hours of professional growth on their own time. In other words, six hours of professional growth must be completed outside of working hours per comp day in order to qualify for the comp day. Hours must be earned prior to comp time being used.**

Q. Are you required to comp out?

- A. Comp days are optional and staff members are not required to earn hours on their own time. Inservice and workshops will be provided on campus comp days for those who still need to earn professional growth credit.**

Q. What happens if you leave Humble ISD prior to using your comp time?

- A. All earned comp hours must be taken prior to the employee terminating his or her employment or going on leave of absence. Professional staff members will not be paid for comp days earned in situations where they leave the district prior to the designated campus or district comp day and therefore did not use the comp time.**

Q. Can comp hours be exchanged for a professional development day?

- A. This practice is discouraged in most cases but might be considered for extenuating circumstances. Each supervisor should review the content of the activities completed for comp time and determine their appropriateness for the requested exchange day.**