

## Professional Development/Leadership Days

The Collective Bargaining Agreement allows Professional Development/Leadership Days have hours equivalent to **eight (8) workdays**.

1. Each SAEOP/Paraprofessional employee represented by the Association shall be allocated the number of hours equivalent to 8 workdays for reimbursement to attend professional development/leadership activities including school/program decision-making, building leadership activities, and/or training to enhance standards implementation or improve student learning.
2. The paid activity (or activities) shall be by *mutual agreement* between the employee and his/her supervisor. The employee is to document and claim such time with Extra Time Reporting Forms using the appropriate budget code (see next page).
3. Extra Time Reporting Forms used for this purpose must be received in Payroll no later than June 30, 2010. If the form is not submitted by the deadline, the employee will not be paid for the time. It is the employee's responsibility to be sure the Extra Time Forms are received by Payroll by the deadline. Forms may be dated retroactively to July 1, 2009.
4. Time served must be within the 40-hour work week, regardless of whether you are a 7-hour or 8-hour employee. Payment is at the employee's regular rate of pay (not overtime). Employees may not claim more than the number of hour equivalent to 6 workdays for reimbursement. For example, an 8 hour employee has 64 hours and a 7 hour employee has 56 hours.

### Examples of overtime scenarios:

If you are a **7 hour employee** and you attend a 6 hour class on Saturday after a full week of work:

- You would have completed 35 work hours prior to the Saturday class.
- You have 5 hours of extra time at your regular rate of pay before you are in overtime (time-and-one-half).
- You would claim 5 hours at your regular rate of pay and the remaining 1 hour of class would be overtime at time-and-a-half.
- Because the 1 hour is at time-and-one-half, you would claim 1.5 hours of pay.
- You would have used 6.5 hours (5 + 1.5) of your 56 hours of Professional Development/Leadership time.

If you are an **8 hour employee** and you attend a 3 hour meeting after school, after your regular workday:

- You would claim 4.5 hours because you are working overtime at time-and-a-half.
- You would have used 4.5 hours of your 64 hours.

### Final details:

1. Each employee will need to keep track of the hours he/she has used.
2. Any unspent funds shall be recaptured by the District. There is no carryover of these funds in a school or program budget. **Use it or lose it!**
3. Disputes regarding these days shall be subject to the grievance procedure.
4. If an employee receives a stipend for attending a class, or if the class falls on a Waiver/Professional Development Day, the employee cannot claim additional compensation using these funds. That is double-dipping.

**Professional Development/Leadership Days  
Frequently Asked Questions**

**1. What is the budget coding for Professional Development Days?**

All cost centers will use the fund code 1000 and the cost center should coincide with type of employee. The commitment item number is 3062.

Counseling	9600124010
Attendance	9600125010
Other Schools	9600127010 (i.e. Regular IA not Sped or Bilingual)
Special Education	9602127010
Comp Ed	9605127010
Bilingual	9606527010
Family Support Worker	9607924010
Central Other	96097131010
Principal Office	9600123010

**2. May I claim Professional Development/Leadership Days if I attend a conference and my conference registration is reimbursed?**

Yes.

**3. May I claim Professional Development/Leadership Days on the District Professional Development Days?**

No, each of those days is already a paid work day. One school-by-school exception would be June 23, because some schools choose to use the Day Between Semesters as a Professional Development Day instead of June 23.