



2020-2021 FLEX TIME GUIDELINES

Flex time may be granted by district administration to WCASD teachers who complete up to nine (9) hours of district-approved professional learning during the teacher's personal time. The staff member **in lieu of a specified, District professional learning day**, then uses the flex time. For the 2020-21 school year, December 23 is designated as a half-day PM flex day for which teachers can accrue three (3) hours of flex time, and the last teacher day in June is designated as a full day for which teachers can accrue six (6) hours of flex time.

Flex time may be granted for the following reasons:

Your Own Professional Learning

- A teacher completes up to nine (9) hours of approved professional learning during his/her personal time and at his/her own expense.

Presenter

- **During the contracted day** - a teacher who facilitates a professional learning experience can be paid the curriculum rate for preparation. (e.g., three (3) hour presentation = three (3) hours prep time)
- **Outside of the contracted day** - a teacher who facilitates a professional learning experience can be paid the curriculum rate for preparation and presentation.
- A teacher can receive flex time for presenting instead of a blue card **IF** the session is part of the teacher's overall Personalized Professional Learning plan.

Per PDE regulations, Act 48 credit may not be awarded to presenters.

WHAT QUALIFIES AS FLEX TIME?

1. A teacher may choose to attend a planned professional learning experience sponsored by the West Chester Area School District that is held beyond regular school hours or in the summer. If a teacher elects to attend a District-sponsored workshop or seminar, the teacher may apply for flex time or blue card reimbursement, if offered, but not both. Act 48 credit is granted with either selection.
2. Individuals or groups of teachers may wish to arrange a special out-of-District program in line with District professional learning goals and in cooperation with the department leader or building principal. These programs must be scheduled beyond the contracted day to qualify as approved West Chester Area School District professional learning opportunities so that flex time may be granted. In some circumstances, where groups of teachers are attending an out-of-District program, the District may be able to provide transportation for teachers at no cost.

Chaperoning an event cannot be submitted for flex time, as that does not constitute professional learning.

APPLICATION PROCESS

1. The teacher completes and submits a [Personalized Professional Learning Plan](#) (PPL).
2. The principal will review the PPL plan, and the teacher will be notified if the PPL Plan is approved or disapproved.
3. If approved, and following completion of the experience, the teacher must complete an evaluation on My Learning Plan. The evaluation will be reviewed by the Director of Teaching & Learning before Act 48 credit is awarded.
4. Teachers can begin accruing flex time for 2020-2021 on June 9, 2020.