

**PROFESSIONAL DEVELOPMENT:**

**DMA-R**

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**"EQUIVALENT" TIME CREDIT**

**STAFF DEVELOPMENT ATTENDANCE REQUIREMENT**

Attendance at designated staff development sessions is mandatory for school personnel. An absence not excused in accordance with DEC (LOCAL) or for which no staff development equivalent hours have been earned, will result in deductions from the employee's salary in accordance with DEC (LOCAL).

**STAFF DEVELOPMENT "EQUIVALENT" HOURS**

Certified staff may elect to participate in the staff development "equivalent" program under the following conditions:

1. The District shall determine on an annual basis the staff development "equivalent" time to be earned per school year.
2. Staff development "equivalent" hours may be earned after school hours, on weekends or in the summer (pre-contract days). Staff development equivalency hours accumulated from June 1 to May 31 may be applied only to the current year's staff development requirements.
3. A list of acceptable activities for the purpose of earning staff development "equivalent" hours are listed below.

**Acceptable activities for "equivalent" credit include the following:**

- A. Workshops given by a provider or sponsor;
- B. Interactive distance learning, video conferencing or other similar activities;
- C. Curriculum or CPE training materials;
- D. Lead Teacher "equivalent" meetings
- E. Computer training
- F. Conferences, if not on contract, or if attendance is outside the regular schedule. This includes conferences for which the district reimburses expenses.
- G. Classroom observations of teachers
- H. Community Education classes that relate to classroom assignment. (Example: Computer classes and conversational Spanish)
- I. Teacher-Parent Conferences if outside the regular workday.
- J. ARD-LPAC Meetings if outside the regular workday.
- K. Campus-District Council Meetings if outside the regular workday.
- L. Back to School Events/Back to School Nights
- M. Open House
- N. Faculty meetings if outside the regular workday.
- O. Early Literacy training (Board Approved Program)

## Definitions

**"Equivalent" Time Credit:** must be in 6 hour increments, as 6 hours equals one staff development day.

## Other

### Certified Personnel Only

1. Hours outside of the normal workday or on non-contract days for the following tasks shall be considered part of the job responsibilities within the contract for employment.

**Therefore, module credit, "equivalent" credit or payment for these obligations will not occur.**

- Student activities or performances
- Summer activities related to athletics
- Routine classroom management activities
- Tutorials

## Board Approved Programs

### Certified Personnel Only

#### NJWPT, AP, Pre-AP, Early and Literacy

The programs listed above have been approved by the board and reflect the desire and intent for training by the appropriate staff members.

AP and Pre-AP training will count toward 18 hours of the initial 30 hours of training required for Gifted and Talented certification. Also, NJWPT will count towards 12 hours of training required for Gifted and Talented certification.

## Board Approved Stipend Programs

### Certified Personnel Only

#### New Jersey Writing Project in Texas

Attendance and completion of training received may be counted for "equivalent" credit, or the staff member may elect to be paid a \$75 stipend per day. A minimum of 6 hours training is required to receive credit for one day of pay or "equivalent" time. Partial days will not be considered.

Each staff member attending training must designate on the *Declaration of Intent for Continuing Professional Education* form the days to be credited toward "equivalent" time and/or the days for which the staff member will be paid the daily \$75 stipend.

District initiated Curriculum Development: "equivalent" time or stipend amount to be determined by administration.

Effective Date: **8/1/08**

[End of Policy](#)