



“Staff Development- based on the belief”

Rio Grande City C.I.S.D. recognizes the importance of staff development and its positive impact on student achievement and on the quality of instruction. All staff members must have opportunities to grow professionally. By providing our staff with a multitude of staff development sessions that are applicable to their respective areas of service, educators will benefit as they acquire and enhance their knowledge and skills to create higher levels of learning for all students.

COMMITTED TO THE QUALITY OF EDUCATION

Guidelines for Time Equivalency Program (TEP)

The Time Equivalency Program (TEP) is designed to allow individual staff members to attend 12 hours of approved professional learning outside the contract or workday to receive time equivalency credit for TEP days. Two days will be designated as TEP inservice days. The district and campus will not offer nor provide professional development on those days.

Time Equivalency allows staff the opportunity to be self-learners. Through Time Equivalency, staff members attend two 6-hour days of professional development. Employees accumulate those hours outside of the regular workday (i.e., evenings, weekends, and summer), and substitute the hours designated for Time Equivalency days.

TEP Guidelines:

1. Documentation for accumulation of time equivalency shall be maintained by individual staff members, campus principal and Central Office; however, it is each individual's responsibility to turn in certificates for documentation to their administrators.
2. The time allocated for accumulation of TEP credits begins June 5, 2017 and ends December 15, 2017. At the end of the day on December 15, 2017, personnel who have not completed two days of TEP Staff development training between above dates will ***forfeit wages*** at the daily rate of pay. Failure to submit certificates in a timely manner will result in forfeited wages.

Approved by the Board, April 11, 2017

3. Employees hired on or after August 2017 and before the Thanksgiving Holidays, will have until January 31, 2018 to complete their TEP requirements.
4. The principal or department supervisor must approve each staff member's participation in an activity for TEP credit prior to the activity. TEP hours may be forfeited if no prior approval was obtained.
5. One 6-hour day of training provides one day of TEP credit. If a day session is more than 6 hours long, only 1 day of TEP credit will be awarded. No additional credit will be given for more than 2 days of training earned. Sessions must be a minimum of 2 consecutive hours long.
6. A person attending a session for TEP credit must complete the entire training regardless of how many hours the person needs for TEP time. For instance, if a person needs 2 hours of TEP time and registers for a 6 hour session, the person cannot stay only 2 hours and receive credit. The individual must attend the whole session and use 2 of the 6 hours for TEP time.
7. The campus/district will provide training *related to employee's responsibilities and to improve the employee's job skills*.
8. New employees whose employment begins after the Thanksgiving Holidays are not required to fulfill TEP requirements for the current school year.
9. All non-exempt employees of the security and maintenance departments are not required to fulfill TEP requirements due to the 40 hour work week time constraint.
10. Auxiliary food service workers and food service cashiers are not required to fulfill TEP requirements.
11. Staff development which will provide credit for Time Equivalency:
 - a. It should lead to *improving student achievement or to improving the employee's job skills*.
 - b. The content of the training must meet needs specified in both individual campus plans and the district improvement plan.
 - c. The content of the training should support TEA's Texas Essential Knowledge and Skills (TEKS) and/or specific to the Rio Grande City CISD Curriculum.
 - d. State Regional Service Center Workshops directly related to the classroom teaching assignment and/or employee's job skills.
 - e. Conferences, seminars, or institutes directly related to the classroom teaching assignment or department.

- f. College courses including on-line courses that are directly related to the classroom teaching assignment for improving student achievement or related to the employee's job responsibilities for improving the employee's job skills.
 - College courses including on-line courses must be approved by the campus administrator/department supervisor and the Asst. Supt. for Curriculum & Instruction
 - g. TEP credit may be granted for training when the school district pays for the staff member's travel and/or registration fees so long as the training occurs during non-contract days.
12. Examples of unallowable activities that are *NOT* eligible for Time Equivalency credit include:
- a. Professional learning sessions attended during contract days or personal days,
 - b. If the District pays the participant a salary or a stipend for attending training sessions,
 - c. After-hour general procedural meetings (i.e., faculty meetings, department meetings),
 - d. Committee work
 - e. Professional learning face to face/online sessions for which a stipend is received
 - f. UIL or athletic related professional learning for which a stipend or supplemental pay is received, and for after school responsibilities.
13. Eligibility for Time Equivalency credit hours submitted by an employee for courses not offered by the District shall be determined on a case by case basis by the campus administrator/department supervisor and the Asst. Supt. for Curriculum & Instruction as specified in accordance with Section 6. Employee should seek prior approval with the campus administrator/department supervisor and the Asst. Supt. for Curriculum & Instruction before attending such courses to ensure hours are TEP eligible.

Note: TEP hours will be forfeited if TEP Guidelines are not followed.

Rio Grande City Consolidated Independent School District
Time Equivalency Program

I acknowledge I have read and understand the Time Equivalency Program (TEP) guidelines. I further acknowledge receipt of a copy of the TEP guidelines.

_____ Yes, I will participate in the Rio Grande City CISD Time Equivalency Program.

_____ No, I will not participate in the Rio Grande City CISD Time Equivalency Program. Therefore, I will forfeit wages at the daily rate of my pay.

Print Name

Campus/Department

Signature

Date

**Rio Grande City Consolidated Independent School District
TEP Completion Report
2017-2018**

Campus/Dept.: _____
Phone #: _____

Administrator: _____
Signature: _____

Employee Name	Employee ID#	Position	Title of Sessions Attended	Date	Hrs Earned	Hrs Missing

Attach all TEP Certificates in a binder and submit to the Office of Mr.L.T. Guzman (Mathematics/Text Book/Thrive) by December 15, 2017



Rio Grande City Consolidated Independent School District Employee Time Equivalency Program Form

Name: _____

Employee Number: _____

Title of Training

Date

Hours

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature

Date

Supervisor Signature

Date



Rio Grande City Consolidated Independent School District

Time Equivalency

Principal

Professional Learning Approval Form

Name: _____ Employee ID # : _____

Campus/Department: _____ Job Assignment: _____

To the Principal/Department Supervisor:

Please consider the following professional development session for Time Equivalency credit:

Course Title and Date: _____

Course Title and Date: _____

Course Title and Date: _____

Course Title and Date: _____

Total Number of Hours of Credit: _____

Total Number of Hours Requested for Time Equivalency Credit: _____

Date Submitted

Signature of Staff Member

Not Approved

Approved

Signature of Principal/Department Supervisor

Date



Rio Grande City Consolidated Independent School

Request for Approval of TEP/CEU Training

1. Please complete the following training information and submit to the Curriculum & Instruction Department for approval. Send via email to: lguzman001@rgccisd.org or hilclarke@rgccisd.org
2. At time of training, the original sign-in sheet(s) needs to be submitted to the Curriculum & Instruction Department immediately after the session to award TEP/CEU credit hours.
Note: TEP-Summer PD CEU-School Year PD

Campus/Department: _____ Phone No. _____

Contact Person: _____ Date Submitted: _____

Principal/Director/Administrator Signature: _____

Title:			
Curriculum Category:		Professional Development Type:	
Date:	Time:	Location:	Presenter:
Description:			
Audience:			
Number of Time Equivalency Hours:		CEU Hours:	
TEP Hours			
Number of Seats:			

Dr. Leticia Treviño
Asst. Supt. for Curriculum and Instruction

Approval Date