



## **GUIDELINES FOR PROFESSIONAL EXCHANGE DAY (PED) excerpted from the Collective Bargaining Agreement – Appendix B**

### **District Approved Activities (PRE-APPROVAL FROM BUILDING ADMINISTRATOR REQUIRED):**

- Attending faculty and/or other building meetings that occur outside the contracted day or school year.
- Serving as a Local Education Agency in an Individualized Education Program meeting when that meeting occurs outside the contracted day.
- Working as a member of the School Improvement Planning team that occurs outside the contracted day within a school year.
- Serving as a chaperone for a field trip that extends beyond the contracted day.
- Participating in Professional Exchange activities that occur outside the contracted day.
- Serving as a member of an interview committee outside the contracted day within a school year.
- Completing work outside the contracted day/school year as part of hosting a student teacher.
- Participating in due process proceedings outside of the contracted day within a school year.
- Participating in assessment planning (district or department) that occurs outside the contracted day within a school year.
- Moving from one building location to another due to a change of assignment/location. The Professional Exchange Day compensation for this activity shall not exceed one (1) day.
- Spending time outside the contracted day within a school year to write letters of recommendation for high school students enrolling in post-secondary educational colleges and universities, advanced technical institutions or employment.
- Attending elementary school conferences that occur outside the contracted day within a school year.
- Attending community engagement activities that occur outside the school day.
- Attending, covering or participating (required of elementary music teachers) in choral concerts outside the regular work day.

### **Use of Earned Professional Exchange (PE) Time:**

- PE is cumulative and the time earned is counted in increments of half-days (3.5 hours) and full-days (7.0 hours) only.
- Participation in activities for which flex time is requested must be earned and used within the designated time frame. Professional staff may earn PE time from the day after the two (2) PEDs in the current calendar year to the day before the PEDs in the next calendar year. Time earned as PE may not be carried over into a successive term.

### **Professional Exchange Time Compensation and Act 48 Credit:**

- Participation in activities that meet the criteria for professional growth as defined by Act 48 guidelines and district approved activities may receive both Act 48 continuing professional education credit (CPE) and professional exchange compensation.
- For Act 48 qualifying activities that result in a product, professional staff may **choose** to be compensated with professional exchange time **OR** the contracted stipend for product development, but not both.
- For Act 48 qualifying pre-approved activities that result in graduate credit, professional staff may **choose** to be compensated with professional exchange time **OR** apply the credit hours toward salary movement. They will not receive both.

### **Activities that may not be counted:**

- Any activity that already results in compensation such as Co-Curricular work.
- Work completed as part of the first year induction program requirement.

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