

La Joya Independent School District Guidelines for Time Equivalency Program (TEP) 2008-2009

The Time Equivalency Program (TEP) is designed to allow individual staff members to tailor their staff development to meet their needs. Two days will be designated as TEP inservice days: Friday, January 2, 2009 and Monday, January 5, 2009. **There will be no inservice provided on those days.** Staff members who normally would attend inservice on those days will be required to follow the TEP guidelines listed below. Some central office department heads such as payroll, warehouse, etc. may choose to have their departments work during the TEP inservice days rather than participate in the TEP by requesting permission in writing from their respective assistant superintendent.

The TEP guidelines are as follows:

1. Documentation for accumulation of time equivalency shall be maintained by individual staff members, campus inservice coordinators and Central Office; however, it is each individual's responsibility to turn in certificates for documentation to their administrators.
2. The time allocated for the accumulation of TEP credit begins June 7, 2008 and ends January 31, 2009. At the end of the day on January 31, 2009, personnel who have not completed two days of TEP staff development training between the above dates will **forfeit wages** (determined daily) for the deficiency. Failure to submit certificates in a timely manner will result in forfeited wavers.
3. Employees hired on or after August 2008, will have until March 31, 2009 to complete their TEP requirements. **Note:** Please attend sessions as soon as you can because there are few TEP sessions in February and March.
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. Principals and department supervisors may choose to designate particular activities as approved for the entire staff and may require the staff to participate in those activities for TEP credit.
6. One 6-hour day of training provides one day of TEP credit. If a one 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.
7. 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.
8. Only that staff development training which directly relates to or improves student performance in the subject(s) which the participant teaches the majority of the teaching day can be claimed for time equivalency credit. Teachers with multiple teaching assignments at 9-12 grades will be credited for TEP inservice activities proportionate with their assignment. All other personnel must attend appropriate job-related training.

9. All para-professional and clerical staff must attend TEP sessions during their summer vacation time, not during a 40 hour work week. No time and a half will qualify for TEP credit. (Para-professional staff will not be allowed to work in lieu of TEP unless prior approval was obtained by the assistant superintendent in that department.)
10. New employees whose contract begins in January 2009 are not required to fulfill TEP requirements for the current school year.
11. All 240 contract day employees are not required to fulfill TEP requirements.
- 12. Staff development which will provide credit for time equivalency must adhere to the following:**
 - a. It should lead to increased student achievement.
 - 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 La Joya ISD curriculum.
 - d. If the District pays the participant a salary or a stipend for attending training sessions, credit cannot be given.
 - e. College courses which grant academic credit cannot be used for Time Equivalency Program credit.
 - f. Approval to sign up for a session must be obtained in advance from the campus principal or appropriate supervisor.
 - g. Employees hired anytime after the beginning of school will be responsible for completing inservice requirements as determined by the Assistant Superintendent for Curriculum and Instruction and the campus inservice coordinator.
 - h. Meetings such as faculty, department, etc. do not meet guidelines for TEP time.
 - i. A presenter who does not receive payment for services will receive double TEP time for inservices presented during the summer, after school, or on Saturday. If a presenter is training with other trainers, only the amount of time he/she is actually presenting will receive double time. After TEP days are completed, and with prior approval, a presenter may receive a stipend for conducting an inservice; any 226 employee is not eligible for this stipend.
 - j. 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 hours.

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