All full-time teachers hired on or before the first day to report are expected to complete three full days (19.5 hours) of professional development outside contract work hours between the first day to report and April 1, of the following year. **Human Resources** should communicate this to new hires. These teachers have these three days included in their salaries. Teachers who are half-time (or 0.5) teachers should complete 50% of that requirement, and other part-time teachers should complete the appropriate percentage to match their contract. For example, a teacher working a 0.8 contract is expected to complete 0.8 x 19.5 hrs or 15.6 hours of PD outside the calendar.

**All late-hire teachers** (hired after first day) will not be required to complete the three days outside the contract work hours. **Human Resources** should communicate this to late hires upon orientation. However, they may participate in up to three outside the calendar professional development with principal recommendation. If they do so, they will be compensated for those days on the last paycheck in June, since pay for those three days was not included in their regular salary. As a reminder, all teachers are responsible for checking their Avatar transcripts.

All teachers are responsible for checking their Avatar transcripts to ensure that their hours of “PD Credit” are listed correctly. Directions for using Avatar are posted on the Professional Development Webpage. If they have out of district professional development activities that they need to count towards their three days, they should request training approval by their principal or supervisor using that feature in Avatar. Teachers who do not have the contractual required hours of PD Credit on their current year transcript by May 1, (19.5 hours for full time) will receive a reduction in pay on their last paycheck of the year in June with the amount based on incomplete hours. This is because they were already paid for three extra days in their salary calculations throughout the year.

**Procedural Administrative Notes**

In May of each year, the ***professional development coordinator*** will generate a report from Avatar listing all teachers with less than 19.5 hours of “PD Credit” on current year Avatar transcripts. This report will be given to the **payroll department** to help them determine who will need a reduction in pay for unfinished professional development days. In May of each year, the **payroll department** will provide the **professional development coordinator** with a **list of all late hires** from the current year. The professional development coordinator will check transcripts of those employees and report the number of hours of PD Credit for each. The **payroll department** will use this report to determine those who will receive additional compensation on their final paycheck of the year.

Teachers may complete professional development throughout the summer and subsequently leave WCS employment; they will need to work at least one day in the following school year in order to receive payment for these outside the calendar days.

If a teacher resigns, payroll will ask for the WCS PD department for a listing of outside PD that has been completed by the teacher. The teacher will be paid for these outside the calendar PD days on their last paycheck.