

**Corsicana Independent School District
Guidelines for Staff Development Comp Credit
Professional Employees 2023 – 2024**

1. Paraprofessional employees do not earn comp time for the Comp Day stated on the District academic calendar; rather, they earn compensatory time, the procedures for which are governed by Board Policy DEAB (LOCAL).
2. All professional employees may earn Staff Development comp credit for participation in professional development activities approved by your supervisor.
3. CISD professional employees supporting curriculum, instruction, and assessment must earn six (6) hours of comp credit annually. Teachers shall earn a minimum of six (6) hours of content training specific to the teacher's academic assignment. Principals and teachers shall consider Federal, State, ESC Region 12, and Local CISD required trainings prior to selecting & approving requests. All comp hours shall be pre-approved by the campus principal or his/her designee. Required trainings may be found in the CISD Staff Development Plan.
4. One (1) hour of training = one 1 hour of comp credit; therefore six (6) hours of training equals six (6) hours of comp credit or one (1) day of comp credit.
5. Comp credit may be earned **only** on the employee's **off-contract time**, i.e., after the school day, Saturdays, or during the summer. If the staff development falls on a day when the employee is on contract, the employee will not receive comp.
6. Professional development where the employee earns a stipend or is paid for attending may not be used for comp credit hours unless the employee declines the stipend or payment.
7. Comp and Continuing Professional Education Credit (CPE) may be earned concurrently.
8. A standardized form called **CISD Comp Request* will be used throughout the District for requesting credit. The form may be obtained from a principal, supervisor, Curriculum & Instruction Dept., or Eduphoria Formspace in the Documents tab.



9. The steps for obtaining comp credit are as follows:

COMP DATE: **May 30, 2024**

(hours must be earned between May 27, 2023 – May 24, 2024)

- The employee **must** obtain **prior approval** for attending a workshop for comp from a campus administrator by receiving the principal's or supervisor's signature and date of approval on the *CISD Comp Request form*. If the workshop is offered by the CISD Department of Curriculum and Instruction, the CISD Eduphoria sign in sheet will suffice to award credit in lieu of the certificate of completion.
- The employee **must** provide a certificate of completion to principal/supervisor.
- The employee **must** submit the request for comp credit in Eduphoria Strive under "My Professional Learning". Once approved, comp credit will appear in your Eduphoria portfolio.
- The principal or supervisor **must** keep records of staff development comp credits for all professional employees.

10. Comp credit cannot be carried over from year to year. A maximum of six (6) hours of comp credit will be given during the school year.

11. Employees attending summer workshops, seminars, and/or conferences without prior approval by the campus administrator or supervisor should be advised that their hours of attendance might not be approved for comp credit.

12. Failure to earn the comp credit will result in a reduction of pay comparable to the dailyrate of pay earned by the employee.

If applicable; employees conducting approved staff development for Corsicana ISD while off contract may receive comp credit for preparation and presentation time, **or** extra duty pay at the approved District rate if pay is available. One hour of preparation time will be awarded for each hour of presentation time for the first presentation.