

## November Trade Credits

\*The COVID-19 reflection form eligible for November trade credit will be available to complete from September 1, 2020 to December, 2020. An email will be sent out on September 1 to all staff.

### Why November trade credits?

The LISD calendar includes two paid professional learning days in November which fall on the Monday and Tuesday of Thanksgiving break. Employees are to earn 12 credits for these days by March 31, 2021, by participating in learning on their own time. One (1) hour of professional learning (outside work days / hours) is equivalent to one (1) hour of trade day credit, unless otherwise noted.

### What is November trade credit?

As a learning organization, LISD has a commitment to continuous learning and professional growth of all staff. Employees have the benefit of choosing learning that pertains to their work content, skill levels, and interests as well as the flexibility of format and time that works best for them.

### 3 MUSTS for November trade credit

- Must be learning that pertains to your work
- Must provide documentation of learning (ex: Eduphoria portfolio, certificate, transcript)
- Must occur outside of your calendar / contract days / hours

### Who needs November trade credit?

- All full time staff are required to complete 12 November trade credits.
- Half-time staff (working less than 30 hours / week) must earn 6 November trade credits. Staff working 75% of a work week need 9 November trade credits.
- November trade credit excludes temps and substitutes, auxiliary contract staff, maintenance workers who work more than 240 days, custodians, food service cashiers and managers, Communities in Schools, ESD, bus employees, and crossing and security guards.
- Requirements for late hires are listed in the chart below.

Employees Starting	November Trade Requirements
Prior to November 23	12 November trade credits
After November 23	No requirement

### What is the timeline for accruing November trade credit?

In order to receive November trade credit, the learning must be completed during the current school year. The window for accruing professional learning trade day credit is May 22 - March 31. **Trade day credit must be earned by March 31.**

### What learning counts / does not count for November trade credit?

<b>Eligible for November trade credit</b> Must have documentation of learning (ex: Eduphoria portfolio, certificate, transcript)	<b>NOT Eligible for November trade credit</b>
Learning outside of calendar / contract hours	Learning during calendar / contract hours
Face-to-face learning	Extra duties / Extra-curricular
PLCs	Supervision of Students
Group Book Studies	Volunteer Opportunities
Educational Twitter Chats	Courses in which a stipend is paid for presenting or attending
Conferences	Travel to / from events
Workshops	Meetings devoted to housekeeping / operations
LISD Online courses	Self-study
Educational online courses outside of LISD	Judging a competition
Educational webinars	Preparing for a presentation
Hourly employees who clock out during lunch (see question below)	Reading educational materials
College Coursework (see question below)	Grading online courses
How the COVID 19 pandemic forever changed your practice (See question below)	Chaperoning or supervising student camps
	Attending informational meetings for students

### Can I submit university / college coursework for November trade credit?

Graduate coursework is accepted for **up to 12 hours** of November Trade Credit **IF** there is a link between the learning and the LISD cornerstones and Istatements. The cornerstones/ Istatements link to your coursework must be explained in the notes section of the credit request within Eduphoria Workshop. A transcript showing date of successful completion of the course will be required as documentation. The transcript must be uploaded / attached to the credit request within Eduphoria Workshop.

### If I am an hourly employee, can I clock out and learn during lunch?

This requires pre-approval from your supervisor and the Professional Learning department. If approved, a course should be submitted into Eduphoria Strive prior to the learning happening. Work time hours

can not be adjusted, nor can lunchtime be extended. You are not able to take a longer lunch and work longer to make up the difference.

### **What if I accrue more than the 12 November trade credit requirement?**

The 12 trade credit requirement is a minimum, and additional professional learning may be recommended at the discretion of the supervisor / district. Credits exceeding the required 12 may **not** be rolled over from year to year.

### **Can learning that was completed during the COVID-19 Pandemic be used for 2020-21 November Trade Credit?**


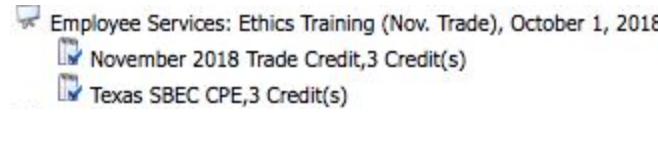
Learning must occur during the current year for trade credit. Spring of 2020 was an unprecedented time like no other with everyone experiencing rapid and sudden change that required us to be in an intense learning mode. There is no doubt that this experience and these changes have impacted how we function and innovate in the future. In the fall, all employees have an opportunity to reflect on the learning gained from the COVID-19 experience and share how the experience has led to new strategies since returning to work and school in the fall.

The reflection form is available from September 1 to December 1 for those that wish to reflect and submit evidence of how the learning has impacted their practice, which is eligible for 12 hours of November trade credit for the 202-21 school year. This reflection will include a submission of a product.

There will still be learning opportunities available throughout the year to support your learning needs.

### **How do I check to see if I met the November trade requirement?**

Your Eduphoria Workshop portfolio serves as your professional learning transcript. By selecting **My Portfolio** under the **Workshop** tab in Eduphoria Workshop, you can review all November trade credits accrued for the current school year under the Portfolio Summary. View this short [video tutorial](#) on how to check your November trade credits. An accurate depiction of hours can be viewed in Eduphoria Workshop only.

<i>Please note that the trade hours viewable in STRIVE represent the total number of credits applied to the course for example:</i>	
	

### **What if I notice a course I've completed is still designated with a green registered notice?**

It usually takes up to two weeks after a course for it to close and for credit to appear. If it has been longer than two weeks, check with the instructor to make sure the sign-in sheet has been sent to Professional Learning. If so, you may contact Professional Learning.

**How do I find courses designated with trade credit in Eduphoria Workshop?**

You may search for courses by the category that applies to you or by clicking on the November Trade Credit type at the bottom. Once you select a course, it will tell you under **Course Credit** if November trade credit applies. View this short [video tutorial](#) on how to find courses in Eduphoria.

**Is learning outside of LISD eligible for November trade credit?**

After attending the workshop or conference, add a new portfolio entry with a certificate of attendance in Eduphoria Workshop to request trade credit. To add a Portfolio Entry, go to "My Portfolio" in Eduphoria Workshop and select "Add New Portfolio Entry" towards the bottom under "Portfolio Options". View this short [video tutorial](#) on how to upload outside credit requests.

**What if an educational conference I attend is both during my work hours and after hours?**

Upload an agenda as well as your certificate indicating (highlight, star, circle, etc.) the sessions you attended that were outside of contract hours. You may receive SBEC credits for the entire conference. Only sessions outside of your normal contract hours would be eligible for November trade credit.

**What if I don't complete the professional learning trade day requirement by March 31?**

Staff not obtaining 12 professional learning credits will be docked. First local days will be deducted. If there are no local days, then state days will be deducted. Staff with a depleted leave balance will be docked at their daily rate of pay in order to return the compensation received for the trade days. Leave balance and payroll deductions will be conducted in half-day or full-day increments based on each individual's daily rate as determined by Payroll.

November trade credits completed	Balance Depletion / Pay Reduction
12	0 days
9 - 11	½ day
6 - 8	1 day
3 - 5	1 ½ days
0 - 2	2 days

**What if I have special circumstances, including FMLA and/or maternity leave?**

Contact [Brenda Nicholson](#), Leave of Absence Coordinator, for questions regarding procedures and guidelines associated with leave of absence.