

Trade Day Guidelines

The work duty schedules for all employees are set annually by Human Resources. Any alternative work schedules or flex-time must be accounted for using the procedures for Trade Days.

Trade Days – Certified Staff

These are exempt employees. These employees are not eligible to earn overtime or comp time.

- Prior written approval for specific dates of Trade must be obtained from the Principal.
- Any trade days not used by June 30th will be available to use until the first day of school for students the following year. After that date, any unused trade time from the previous year will expire.
- Trade days cannot be donated to another employee.
- Any trade days used and not earned will result in a deduction of available leave balances. If a leave balance does not exist, the employee's paycheck will be docked.
- Trade Days are to be used on non-instructional days. Any exceptions must be approved by the appropriate grade level Executive Director.
- Trade days cannot be earned on scheduled duty days.
- Trade time can be earned in two-hour increments and are used in half-day or full day increments.
- Trade days should be earned for unpaid alternative work assignments only. (Positions that receive a supplement for additional responsibilities cannot earn trade days for those same duties.) Examples of an alternative work assignment would be:
 - Teacher works more than the expected number of athletic events.
 - An overnight field trip is on a weekend (max. one trade day per weekend day).
- The maximum number of Trade days an employee can earn for working during the summer at the Principal's request (not including staff development) is two days.
- Trade days earned and used should be tracked on the Google drive spreadsheet provided by Payroll. Trade days used should be entered into LINQ with the absence code '54'.

Trade Days – Classified Staff - Non-Exempt Employees

A non-exempt employee are those employees that are paid overtime or that earn comp time.

- These employees should remain on the clock while working during their scheduled work day.
- Should a classified employee work on the weekend for an alternative work assignment (Family Night, Fall Festival, etc.) that employee should sign in/out in Time Keeper. The amount of time worked is pre-determined and approved by the Principal.
- As always, try to flex time during the work-week to avoid any potential overtime from a weekend work assignment.

Trade Days – Administration (Principals/Assistant Principals/Directors)

- These employees do not earn Trade days. The only exception would be if the employee works a holiday and trades that holiday time for a later date. This should be approved by the employee's supervisor or grade level Executive Director.

- Use of a trade day for any other reason must be approved by the Superintendent.