

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Procedure for Campus/Department Related Assignment

During the 2011-2012 school year, the staff of Barbers Hill ISD will be allowed to request exchange days if they have worked outside of the assigned employment period.

- 1) The work must not be completed during a regularly assigned workday.
- 2) A total of eight clock hours must be accumulated for each exchange day. Several shorter periods may be added together to equal the required time. No less than one full day will be allowed.
- 3) The Exchange Day must be **pre-approved** by the campus principal or supervisor. If he/she is unavailable, contact Dr. Gayle Woodall. Work completed without prior approval, may be submitted, but there will be no guarantee of an exchange day.
- 4) The time worked must be verifiable.
- 5) Work must be completed between May 31, 2011 and the last contract day of 2012. **At least one** exchange day **must** be earned prior to the end of 1st semester to be eligible for the May 4, 2012 exchange day.

Days designated for exchange are November 23, 2011 and May 4, 2012.

If work cannot be verified and the exchange day(s) is taken, the employee will be docked on the last paycheck for the year.

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

Exchange Day Request for Campus/Department Related Assignment

Name: _____

Work assignment: _____

Date(s): _____ Time: _____ Location: _____

Approved: _____

Date: _____

Not approved: _____

Date: _____