

1. Training scheduled beyond contractual hours may qualify for trade credit.
2. Training used for the trade day incentive must:
 - Support the District Strategic Plan.
 - Align with the site School Improvement Plan (SIP).
 - Occur between May 30, 2024, and May 30, 2025, per individual contractual workdays.
 - Be conducted outside of the individual's contractual day, on evenings, or Saturdays.
 - Be approved for trade by course facilitator **prior** to the training being offered.
3. No stipends, contracted services, or TDEs can be used in conjunction with a trade day.
 - Trade cannot be interchanged with stipend after original issue.
4. All site-based training requires pre-approval by Content Supervisor/Component Author and is coordinated by the site ProEd Facilitator.
5. A personal day used for trade will not be reinstated.
6. Verification of training requires:
 - Confirmation of attendance with the participant's signature on the sign-in sheet.
 - A completed Trade Day Training Assessment Survey includes the signature of the training instructor/coordinator.
(training must be completed between May 30, 2024, and May 30, 2025)The official Trade Day Training Assessment Survey form contains the following statement:
"I understand that no financial compensation will be provided for unused trade days. Trade time earned for training must be used only on the predetermined days identified on the Pinellas County Schools calendar as a 'trade day' option for that school year. Unused trade time, after the last designated trade day for that school year, will be forfeited."
7. Use of Trade Day Training Assessment Survey (training must be completed between May 30, 2024, and May 30, 2025)
 - The Trade Day Training Assessment Survey is distributed to class participants when all class requirements are met. Class requirements will include completion of prerequisites and/or assignments, tasks, implementation, follow-up, etc., which may extend beyond class seat time.
 - The Trade Day Training Assessment Survey is signed by the training facilitator/coordinator at the close of the training and the participant's administrator when submitted for approval for use of trade time.
 - Trade Day Training Assessment Surveys will not be reissued.
 - Completion of surveys at the close of training, submitting surveys prior to use for consideration of trade time on approved trade days, and retaining the yellow copy for one's personal records is the responsibility of the individual requesting trade time
 - Trade documents are subject to audit, requiring accurate recordkeeping.
 - A maximum of **TWO** days may be earned and traded between **May 30, 2024, and May 30, 2025.**
8. Online training – For ESOL and Reading Endorsement Courses Only
 - A maximum of **TWO** days may be earned for approved **ESOL or reading endorsement courses completed between May 30, 2024, and May 30, 2025.**
 - The training facilitator sends the log of hours to the participant when the online course is completed.
 - The log of hours is completed in its entirety by the participant and submitted to the ESOL Office or Reading Department.
 - The ESOL office or Reading Department verifies completion of course, and verifies that the number of hours are outside the contracted day.
 - The ESOL Office or Reading Department sends the Trade Day Form to the participant.

Note: Use of personal time and reporting of absences must be in compliance with School Board policy.

PCS Trade Day Guidelines – 2024-2025

1a. DAYS AVAILABLE FOR TRADE 2024-2025 for 198-day Instructional Personnel (A total of 2 Trade Days can be used)	
September 23, 2024	Teacher work day for 198-day instructional personnel. 198-day instructional personnel may use a trade day with completion of approved professional learning.
April 21, 2025	Teacher work day for 198-day instructional personnel. 198-day instructional personnel may use a trade day with completion of approved professional learning.
May 30, 2025	Teacher work day for 198-day instructional personnel. 198-day instructional personnel may use a trade day with completion of approved professional learning. All year-end duties and responsibilities need to be completed per principal approval; consult principal.
1b. DAYS AVAILABLE FOR TRADE 2024-2025 for 235-day Instructional Personnel (A total of 2 Trade Days can be used)	
August 1, 2024	Teacher work day for 235-day instructional personnel. 235-day instructional personnel may use a trade day with completion of approved professional learning.
September 23, 2024	Teacher work day for 235-day instructional personnel. 235-day instructional personnel may use a trade day with completion of approved professional learning.
April 18, 2025	Teacher work day for 235-day instructional personnel. 235-day instructional personnel may use a trade day with completion of approved professional learning.
April 21, 2025	Teacher work day for 235-day instructional personnel. 235-day instructional personnel may use a trade day with completion of approved professional learning. All year-end duties and responsibilities need to be completed per principal approval; consult principal.
2. TRADE ELIGIBILITY – PARTICIPANTS	
Trade Eligible <ul style="list-style-type: none"> Instructional personnel on 198-day or 235-day contract Part-time instructional employees may use trade day option commensurate with their contract (i.e. an instructional employee who is job sharing would be eligible for 1 day of trade) 	Trade Ineligible <ul style="list-style-type: none"> Instructional personnel on a 12-month contract Administrative personnel Long-term substitutes Instructional/Administrative personnel on leave (whether earning or exchanging time in training) Supporting Services personnel (with prior administrator approval, compensatory time, as outlined in the Compensation Manual, used within 6-months of accrual)
3. TRADE ELIGIBILITY – EVENTS/ACTIVITIES	
Trade Eligible <ul style="list-style-type: none"> Training conducted outside contracted day District-approved components Online course that are ESOL or Reading Endorsement Courses Face to face time of blended courses 	Trade Ineligible <ul style="list-style-type: none"> P-card Training or Portal Training Any non-certification workshop, class, meeting, conference, seminar, etc. Training completed during the contractual work day Training completed and compensated with stipend or comp time Non-PCS workshop/conference/seminar Time used to complete class requirements beyond seat time University/College coursework Collegial meetings, information seminars, committee participation/meetings, conferences Working on SIPs or for SIP meeting attendance Training completed with a TDE on a workday Retirement Seminars, Wellness Seminars
4. STEPS FOR VERIFICATION OF TRAINING	
<p>For training completed between May 30, 2024, and May 30, 2025, the participant will:</p> <ol style="list-style-type: none"> Complete the Trade Day Training Assessment Survey in its entirety. Assessment should be signed by the trainer once all class requirements are met. Obtain the administrator's signature on the Trade Day Training Assessment Survey. Submit Trade Day Training Assessment Survey (yellow copy) to the site-based individual responsible for payroll. Keep a copy for personal records <p>Trade Day Training Assessment Surveys are not reissued.</p> <ul style="list-style-type: none"> No tracking of trade time is maintained in the Professional Learning Network (PLN). PLN tracks recertification points/hours <p>Final authorization of trade validity is:</p> <ul style="list-style-type: none"> ➢ Provided by the principal ➢ Confirmed by the signatures of the presenter/trainer, participant, and administrator on the Trade Day Training Assessment Survey or Trade Verification form. <p>NOTE: Only Trade Day Training Assessment Surveys with presenter/trainer, participant, and administrator signatures will be honored for trade day credit and are due when requested prior to issuance of trade. Trade balances are not carried over from one school year to the next school year.</p>	
Rev:5/13/2024	