

In response to inquiries, we would like to clarify several points about the 30 hour in-service program for paraprofessionals to receive a \$200.00 supplement. First of all, these classes are **not** mandatory for any paraprofessional. They are all optional in-service classes. FDLRS and HRD do not provide substitutes at this time for any of the workshops. It is the responsibility of the Paraeducator to communicate with their administrator to get permission to participate in these professional development opportunities. It is also the responsibility of the Paraeducator to complete a Temporary Duty Assignment (TDA) or Personal Leave form as agreed upon between the Paraeducator and administrator.

According to Article 19.10 in the Paraeducator Collective Bargaining Agreement,

“Paraeducators who complete the HRD/FDLRS authorized 30 hour in-service program within a two year period will have \$200.00 added to their annual base salary. HRD (Human Resource Development)/FDLRS shall offer a 30 hour program within the two year period. Paraeducators completing the authorized program within the two years shall be reported to the personnel office by the HRD division. Salary adjustment will be effective at the beginning of the next pay period following completion of the course.”

Your supplement for Paraeducator in-service participation will not be reflected on your pay stub. It will be reflected on your Basic Pay SAP screen. You will note that it is listed on your screen as Supplement Inservice Training with an amount listed as 0.14337 which equals out to be about \$16.66 per pay period. Please **check** and be sure you are not already receiving this supplement. You can only earn the supplement once, but will continue to receive it monthly as long as you remain in the position of a paraprofessional. If you have any questions regarding the supplement, contact your school’s payroll secretary for assistance.

Only points within a current **two year** period will be counted. For example: **July 1, 2013– June 30, 2015.**

Please check for classes on the PDS Scheduler for classes.

1. Only classes and points earned related to your role as a paraeducator count towards the 30 in-service points total and must show up on your in-service transcript.
2. You will need to **retrieve** your in-service transcript from the **PDS Scheduler** and print a **copy**. If you have any questions about a course/class taken and it is not recorded on the transcript, you are responsible for contacting the instructor/department **directly**.

To retrieve your in-service record click on this link: <http://pds.polk-fl.net/login.asp> Username and password should be your SAP# and last four digit of your SS#. Once logged in, click on the grey button that says “Retrieve Inservice Record and Transcript” and print.

3. Look at the top section of the transcript to view the **points** and date in-service credits were **earned**. For example: 2013-2014 and 2014-2015 school years.
July 1, 2013- June 30, 2015.
5. Only after you have earned the authorized 30 points are you to send a **copy** of the in-service transcript to: **Kathy Mullens or Jolene Ahlschwede at FDLRS, Bartow Municipal Airport, Rt. E. FDLRS staff will send your names to HRD.**
6. HRD will send your names to the Personnel Office for the in-service supplement. Please be patient with this process.
7. You may take classes FDLRS offers unless **specific the audiences apply for instance our Professional Development Alternatives (PDA) online calendar of classes are only for teachers as are certain TECHNOLOGY, PARENT and HRD.** So please read the descriptions and audiences carefully to be sure it is also offered to paras.

Hope this helps answer your questions. We have enjoyed having you in our recent classes this summer!

Remember timelines for turning in IMPLEMENTATION (follow-up) and ARROW. No points without turning in your follow up implementation activities assigned by your instructor along with a signed ARROW FORM.

FDLRS Sunrise
Bartow Municipal Airport
Rt. E
Polk County School Board
863.647.4258 phone
863.647.4257 fax

"The Mission of Polk County Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students."