

Remote Learning Policy

Definitions

EGTC will use the following definitions based on its accrediting body, the Council on Occupational Education.

- **Distance (Remote) Education** – An educational delivery method that uses one or more technologies to provide instruction to students who are separated from the instructor, synchronously or asynchronously at least fifty percent (50%) of the required instructional hours.
- **Hybrid Program** - A program that makes available less than 50% of its required instructional hours via distance education.
- **Virtual Education** - An educational delivery method that is taught either entirely online, synchronously or asynchronously, or when elements of face-to-face courses are taught online through video technology and/or other educational tools and platforms. Virtual instruction also includes digitally transmitting course materials to students.

Workplace Protocols

The following workplace protocols apply to all VTF members regardless of their working location:

- Code of conduct
- Equal opportunities
- Data protection
- Confidentiality
- DPS BOE policies including those that apply to employee professionalism and use of electronic resources

Hybrid Work

Hybrid class structure and schedules are agreed upon and established prior to the start of a class/cohort. However, temporary changes to the hybrid format can be occasionally setup for short periods of time not to disrupt the overall learning for the student, examples include: inclement weather and approved absences. Occasional and temporary time duration virtual/hybrid work will be agreed upon by VTF member and Executive Directors' designee.

Virtual, Distance, and Hybrid Work Expectations

VTF members are expected to:

- have regularly scheduled and approved work hours
- be fully accessible during the instructors assigned work hours
- respond to critical emails within 1-2 hours
- meet on Google Meets on daily basis with students for a minimum of 2 hours Location

VTF members must be in a private workspace to minimize inadvertent FERPA violations through “shoulder surfing” or eavesdropping on conversations. All instructors engaged in hybrid and/or remote learning are obligated to take proper measures to ensure the protection of student data, company data, proprietary information, and assets.

All hybrid and/or remote classes must be taught within Colorado. Any temporary variation to the agreed upon hybrid class model, including time and location, must be approved by the Executive Director or designee.

VTF Mentor Policy

A mentor or senior instructor upon mutual agreement will be assigned to new teachers, new substitute teachers, or partnership school instructors. Mentors will be paid at a rate consistent with article 25.F.7 of the VTF agreement through the VTC In-Service Education Funds, as long as such funds are available. This pay will be in addition to the mentor or senior teacher's hourly rate when mentorship training occurs during the regularly scheduled workday.

Mentorship Expectations

The following expectations will be followed by all mentors.

- Mentors will participate in a start of year training session with VTF representatives and an EGTC administrative rep.
- The proposed period for a mentorship will typically be 24 hours within a six (6) month period per individual mentored instructor.
- Mentoring includes shadowing or auditing, phone or in person conversations, and emails.

Below is a recommended mentorship schedule that may be followed,

Months as a Mentor	Hours of Mentorship Support
1	8
2	6
3	4
4	3
5	2
6	1

The schedule above outlines the distribution of mentorship hours throughout the six-month period. However, it can be modified to meet the specific needs and availability of the mentor and mentored instructor.

VTC In-Service Fund Policy

The In-Service Fund shall be managed by the Vocational Teachers Council as described in article 24 of the VTF agreement. The In-Service Fund shall be used for staff development for educators to enhance, maintain and stay current in their profession to best address the needs of EGTC's clientele.

Allocation of Funds

Half of the annual contribution to the In-Service Fund will be spent on professional development such as attending conferences, paying mentors, and paying for substitutes all of which are described in article 24 of the VTF agreement. The other half of the annual contribution to the In-Service Fund shall be used for the personal professional development of educators.

Personal Professional Development for Educators

Uses of the In-Service Fund for personal professional development will follow the process outlined below.

Eligibility

Educators who were rated approaching or above on their last evaluation are eligible as long as they are not currently on a performance improvement plan.

Approval

Certificate, training, and education money to be reimbursed as payment for tuition and must be pre-approved in writing by the VTF President and the Executive Director's designee.

Reimbursement Requests

Educators must apply for reimbursement by May 1 for the current school year.

Maximum Reimbursement

The maximum amount of the reimbursement will not exceed four thousand dollars (\$4,000.00) within one school calendar year per full-time educator and not more than two thousand (\$2000.00) per part-time educator.

Revocation or Reversal of Funds

Funds must be returned to EGTC including deduction from the educator's paycheck if:

- the educator does not complete or does not pass the course with a minimum of a "B" grade or equivalent.
- the educator is terminated or resigns within the school year the reimbursement was awarded

Emily Griffith Technical College will work with the employee to determine an appropriate payback schedule if repayment was required and made.

Unspent Funds

Any unspent funds at the end of the year will be used to reimburse personal professional development expenses that exceeded the reimbursement limits in this policy. Educators whose expenses exceeded the aforementioned limits may be awarded up to an additional \$2,000 as determined by the VTC.

The VTC will determine the allocation of any unspent funds remaining after any additional reimbursements are paid.