

## **Deadline to Complete Flexible Professional Time (FPT) Choice is May 1, 2019**

This is a reminder that you must complete your FPT choice by May 1, 2019. If you do not complete the FPT by the deadline, you will be docked one day of leave for not completing the FPT.

### **How Do I Indicate I have Completed My FPT?**

Log on to Employee Self Service. Choose "Personnel Information" from the dropdown menu. Then choose "Flexible Professional Time". The search criteria School Year should be 2019. Then click search and the links to your FPT option(s) will be at the bottom of the screen. Once you are on the page that has your specific FPT information you need to click the check box next to the word "Completed" and then save. If you chose more than one FPT option then you will need to click completed for each option.

Last year, through mutual cooperation of FCPS and FCTA, 7.0 hours of FPT was made available to teachers. The agreed FPT date was Friday, August 31, 2018. The date Teachers were to have entered their FPT choice in PeopleSoft was October 15, 2018. For your information, see the original F.A.Q.'s below:

### **Am I required to fill out the PeopleSoft form about FPT choices?**

**Yes.** This must be done by October 15, 2018. All FPT activities must be completed and notated in PeopleSoft by May 1, 2019.

### **Can I work with job alike teachers from other buildings to fulfill my FPT hours?**

**Yes**

### **Can I complete my 7.0 FPT hours before or after August 31?**

**Yes.** As long as you complete the hours by the due date specified. The hours may not overlap with hours you are already being paid for on another teacher duty day. But can be completed before or after your work hours on a teacher duty day or on a non-work day.

### **If I work on one of the FPT options during my planning time does it count for my FPT hours?**

**No.** That time is time you are already being paid for on that day and would not be part of the FPT time from August 31.

If you have any questions, please contact Curtis Scott, Senior Human Resources Manager, [Curtis.Scott@fcps.org](mailto:Curtis.Scott@fcps.org)

