

Support Staff Professional Learning

For the purpose of this policy, all support staff are defined as non-bargaining positions paid by the District.

Support staff is encouraged to participate in professional learning activities that promote the school's continuous improvement efforts. To this end, the district will budget funds for support staff to participate in conferences, workshops, and/or course work. The Principal shall have the final authority to allocate the use of these funds.

Any activity for which the employee will seek reimbursement must have the Principal's prior approval. Requests for prepayment, i.e., registration-related costs for conferences/workshops, shall be submitted through the established process to the Principal at least thirty (30) calendar days prior to the start of the activity.

Requests for reimbursement must be submitted in writing to the Principal. Reimbursement for activities is contingent upon: (1) the determination of the Principal that the activity is eligible for payment; (2) the activity is directly related to the support staff member's assigned role; and, (3) the support staff member successfully completes the activity. In the case of course work, successful completion shall mean receipt of a grade of "B" or better.

Upon successful completion of an activity, proof of payment and any additional expenses, where allowed, must be submitted to the Principal within thirty (30) days of receipt of the grade and/or proof of attendance. Exceptions to the timelines may be granted by the Principal.

Approved: 06/01/10
Amended: 09/05/17