

**POLICY** ————— **PEQUANNOCK TOWNSHIP**  
**BOARD OF EDUCATION**  
**SUPPORT STAFF MEMBERS**  
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4240 – EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Superintendent shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

**Orientation**

All new staff members are to be given an orientation to the district. The Superintendent or designee shall assist new staff members to become fully informed about the district's policies, procedures and other matters that will enable them to more easily become an effective employee.

**Visitations/Conferences**

The Superintendent may recommend to the Board the granting of leave for attendance of personnel at state, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent.

Adopted: 13 December 1999  
Reviewed and Readopted: 30 April 2018