

PROFESSIONAL DEVELOPMENT
GUIDELINES FOR TRIP REQUESTS

DMD
(REGULATION)

MEETINGS, CONFERENCES, AND WORKSHOPS	Employees may attend and participate in meetings, conferences, workshops and coach athletic events that will contribute to the growth and development of the district when such conferences have been budgeted for and/or approved by the Superintendent. Employee requests to attend these functions must be submitted to the Superintendent for approval, with the recommendation of an employee's immediate supervisor via the District' Professional Development Request module.
TYPES OF TRAVEL	There are various distinctions of travel for the purpose of this regulation. The usage codes, descriptions for the codes and corresponding rules for absence reporting and documents that must be attached are included in Exhibit A with this regulation.
ABSENCE REPORTING	The corresponding rules for absence reporting and the usage codes are included in Exhibit A with this regulation. Employees whom report absences with any of the professional development or professional leave codes and receive financial compensation for attending such function shall immediately report this to their supervisor and to the CFO.
PROFESSIONAL DEVELOPMENT REQUEST	Employees required to travel out of the District on official business must submit a Professional Development Request at least (20) business days prior to the event, whenever possible, in order to secure appropriate approval for the travel prior to registering or paying for any fees. The 'Reason for Trip' field in the Professional Development Request should include at a minimum the following items related to the event: 1. Name of attendee (who) 2. Conference/Workshop (what) 3. Date(s)/Duration (when) 4. Destination (where) 5. Purpose (why)
EXPENDITURES	Travel expenditures and registration fees will be paid by the District in accordance with District policies and procedures subject to available funds.
ASSESSMENT	Wherever applicable, administrators should share and implement the strategies that have been learned and assess whether the purpose of the travel request indicates improvement or gains due to the implementation of such strategies.

DATE REVISED: 10/22/2019
DMD (REGULATION)

Leaves and Absences [Employee Handbook, DMD (Regulation)]

Employees must use the TEAMS Employee Service Center absence reporting feature to report or request all absences. It is the employee's responsibility to ensure that their absences and the corresponding documentation (if applicable) are entered & attached into the TEAMS Employee Service Center absence reporting no later than the date of absence. All employee timecard records must be approved and/or corrected by supervisors to ensure all absences have been entered and all required documentation has been attached. Failure to attach required documentation (to include: the name of attendee, conference/workshop, time & date(s) of duration, destination, purpose) will result in the use of personal leave being deducted instead of the selected professional development or professional leave.

Usage for Leave [Employee Handbook & DEC (Local)]

- 1.) Leave shall be recorded in half-day increments for exempt positions and nonexempt positions for which a substitute is normally required, even if a substitute is not employed.
- 2.) For nonexempt positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.

Usage Codes (TEAMS Absence Reporting)

Employees that <u>require</u> a Substitute Teacher			
Reason Name	Description	Absence Reporting	Documents that must be attached to absence in TEAMS
Athletics	HS/GEMS Athletics	Employee must enter absence	Approval from Athletic Director & Athletic Schedule
Instructional, Campus Based	ARD, ISS, TST, Testing, Student Related Duties	Substitute Manager Entry	Supervisor Approved Supporting Documentation if for an Employee
Meeting, District Committee	Health Advisory, Technology, Etc.	Employee must enter absence	Committee Organizer Notification
Meeting, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request or Approval from Superintendent
Training, Campus	Hosted by Campus	Employee must enter absence	Eduphoria Confirmation or Training Notification
Training, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request
Training, P&I	Hosted by P&I	Employee must enter absence	Eduphoria Confirmation or Training Notification
Training, Sped	Hosted by Sped	Employee must enter absence	Eduphoria Confirmation or Training Notification
Travel, Out of EP County	Travel Outside of El Paso	Employee must enter absence	Approved Trip Request

Employees that <u>do not</u> require a Substitute Teacher			
Reason Name	Description	Absence Reporting	Documents that must be attached to absence in TEAMS
Athletics	HS/GEMS Athletics	Employee must enter absence	Approval from Athletic Director & Athletic Schedule
Instructional, Campus Based	ARD, ISS, TST, Testing, Student Related Duties	No absence is to be reported	N/A
Meeting, District Committee	Health Advisory, Technology, Etc.	No absence is to be reported	N/A
Meeting, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request or Approval from Superintendent
Training, Campus	Hosted by Campus	No absence is to be reported	N/A
Training, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request
Training, P&I	Hosted by P&I	No absence is to be reported	N/A
Training, Sped	Hosted by Sped	No absence is to be reported	N/A
Travel, Out of EP County	Travel Outside of El Paso	Employee must enter absence	Approved Trip Request