PATERSON PUBLIC SCHOOLS

Standard Operating Procedure

Subject: Approval of PD Applications	Effective Date: September 1, 2022	Page(s): 1
Department(s): Assistant Superintendents & Building Administrators	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: *Eileen Shofer*

I. Purpose:

To establish administrative approval standards for employee requests to attend professional development events, conferences, and/or workshops.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

a. Any employee wishing to attend a conference or workshop held offsite during an in-school workday must submit their request in writing to their direct supervisor, on an application form to be supplied by the district ("Application for Professional Development Conference/Workshop").

b. Approval may be granted only for applications that pertain to mandated continuing education courses, training or coursework recommended or required by the district, and certain professional conferences/conventions that directly relate to the employee's current job responsibilities. If the application is approved, the employee's attendance records will reflect a paid leave for "professional development", "conference", or "school business", as appropriate.

c. Approval will be denied for applications from employees who seek paid leave to participate in offsite activities that are required by any advanced degree/ certification program in which they are enrolled. Employees must use paid personal leave, sabbatical leave, or unpaid leave to meet advanced degree/certification program requirements.

IV. Reporting Procedures:

The Deputy Superintendent will oversee compliance with this SOP by Assistant Superintendents and department directors; Assistant Superintendents will oversee compliance by Principals; the Superintendent will oversee compliance otherwise.

V. Dissemination:

The Superintendent will disseminate this SOP to Assistant Superintendents and Principals, who will in turn disseminate this SOP to their subordinates.