

Conference Attendance

1. Purpose:

The Joint Committee recognizes that attendance at educational and technical conferences, seminars, workshops and meetings can contribute significantly to the professional growth of its staff members. Such growth is essential in maintaining the currency and vitalization of staff. Therefore, attendance at professional activities is encouraged by the Joint Committee for Joint Committee members and employees.

2. Authority:

Employee attendance at professional conferences, workshops, seminars, meetings, etc. shall require prior approval of the Joint Committee if the professional activity:

- a) involves overnight accommodations
- b) requires round trip travel in excess of 250 miles
- c) if the employee earns college credit by participating in the activity

The Director may authorize requests for professional development activities to meet registration timelines for which inadequate notice was provided. Such requests and the Director's authorization shall be presented to the Joint Committee for concurrence at its next regularly scheduled meeting.

3. Guidelines:

Requests for attendance at professional activities will be considered based upon:

- a) compatibility with the school's goals and staff development plan
- b) consistency with the employee's job responsibilities and individual professional development plan
- c) nature and extent of competing demands and priorities
- d) availability of resources

To the extent possible, participation at all professional activities shall be identified and presented for consideration during the school's regular budget development process. All requests shall be made to the Director and shall include:

- a) a description of the professional development activity including:
 - i. dates of attendance
 - ii. location
 - iii. sponsoring organization
- b) a description of how the professional development activity will:
 - i. enhance the employee's performance
 - ii. be shared with other members of the school staff
- b. a description of the costs directly associated with the professional development activity and an identification of the source of funding or financial support

4. Reimbursement:

Requests for reimbursement will be guided by regulations outlined in Director Procedure P108-Job Related Expenses and will be guided by:

- a) economic reasonableness and prevailing rates at any particular location and time
- b) availability of resources budgeted to support the professional development activity

24 P.S. Sec. 517

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