

Attendance Professional Development Procedures

Office Staff Guide

1. When a desired professional development has been identified, the employee should talk to the supervisor to discuss the possibility of going and also which budget will pay for it. The supervisor should work with the employee to verify which budget will cover the expense.
2. Upon verbal approval to step one, employee attending the professional development fills out the following forms and submits to his/her Supervisor:
 - a. *Pre-Approval for Attending Professional Development Form*
 - b. A copy of conference registration and payment information attached to the pre-approval
3. Principal/Administrator signs the completed *Pre-Approval for Attending Professional Development* form. The principal's/administrator's secretary ensures all estimated costs are listed and forwards all paperwork to Office of Curriculum & Education.
4. Office of Curriculum & Education approves based on applicability and availability of funds. Form is forwarded to Human Resources.
5. Human Resources determines the need for school board approval, form completeness, and applicability of conference. Upon approval, form will be scanned so that Human Resources, Office of Curriculum & Education, and Business Office have access to it on shared drive. Approved form (hard copy) is returned to Principal/Supervisor and Employee.
6. Registration and payment for conference:
 - a. Registration occurs after the employee receives his/her copy of the approved *Pre-Approval for Attending Professional Development Form*
 - b. **Employee registers for the conference/workshop and initiates payment of registration fees by contacting building secretary or Debbie Elias (x1205) (**only if Curriculum & Education is paying for the conference)**
 - c. Secretary of location paying for the professional development inputs purchase requisition.
 - d. Purchasing receives requisition and prepares purchase order for Business Administrator approval. BA will verify that approval process is complete by checking scanned form. Approved purchase order will be returned to secretary of department/school paying for the professional development.
 - e. Secretary of department/school paying for the professional development can then finalize registration with payment.
7. After the Professional Development
 - a. Employee must complete a *Report of Conference Attendance Cover Page* and return it to the Human Resources Office.
 - b. Employee completes the Reimbursement for Attendance at Professional Meetings form and submits to the secretary of the department/school paying for the professional development.
 - c. Secretary will then submit the Reimbursement for Attendance at Professional Meetings form to Accounts Payable for reimbursement.
 - d. Once the Report of Conference Attendance Cover Page and Reimbursement for Attendance at Professional Meetings forms are received, a reimbursement check is sent to the employee.

* Please note: All forms are available on the WSSD website. Under "Departments", click "Human Resources." Then click "District Forms."