



Professional Development Procedures (Approval and Reimbursement)#

In order to arrange for certificated professional development activities:

<p>The need for professional development must be determined:</p>	<p>Teacher(s) may submit a request for approval to their principal and/or to the administrator overseeing the program</p> <ul style="list-style-type: none"> · An administrator may advertise the opportunity for the work (If the professional development activity is an in-district activity, there is no form for a request/advertisement; generally this is done via email. If the activity involves attendance at an off campus venue for a conference, workshop, meeting, etc., a conference request form, which can be found here, should be used.)
<p>The administrator must approve the professional development activity in writing. This approval should include:</p>	<p>Verification of funding availability and budget source</p> <ul style="list-style-type: none"> · Statement of maximum number of hours/days for which participant(s) will be paid · Identification of the rate of pay (hourly or professional daily rate) · Scope of work to be completed by participant(s) · Participant(s) authorized to engage in the professional development opportunity (Again, there is no form for a request/advertisement; generally this is done via email)
<p>If multiple people will be participating in the work, the event must be submitted to the Ed Services professional development calendar here.</p>	
<p>If a substitute will be required for all/part of the work, the teacher(s) must submit the substitute request through Aesop here.</p>	
<p>If the work will be done outside of the 183-day teacher work year, the administrator must submit a completed Position Control Form (PCF).</p>	

<p>The professional development activity takes place and is documented:</p>	<p>If multiple people are involved, a sign in sheet should be created and turned in to the office of the administrator in charge (Shelley Benke for Ed Services activities; the school office manager/principal's secretary for Site/PTA funded activities). Original copies (rather than scans/emails) are preferred. There is no required form for a sign in sheet, but it should include the following:</p> <ol style="list-style-type: none"> i. Title of activity ii. Description of activity iii. Date on which the activity took place iv. Participant's name v. Participant's signature vi. Time in vii. Time out viii. Hours worked <p>If only one person is involved, a Certificated Extra Hours Timesheet should be completed and turned in to the office of the administrator in charge (Shelley Benke for Ed Services activities; the school office manager/principal's secretary for Site/PTA funded activities). Original copies (rather than scans/emails) are preferred. (Click here and scroll down to the second to the last line on the page for a copy of the Certificated Extra Hours Timesheet.)</p> <p>If reimbursement is required, a reimbursement and/or mileage form is completed and turned in to the office of the administrator in charge (Shelley Benke for Ed Services activities; the school office manager/principal's secretary for Site/PTA funded activities)</p>
<p>The administrator reviews and signs the timesheets/sign in sheets and attaches a cover memo explaining/authorizing payment (or attaches the written prior approval) and sends the packet over to Payroll. The administrator reviews and signs mileage and/or reimbursement forms and sends them over to Accounts Payable (Shirley Evans)</p>	
<p>Payroll processes the time submitted and pays the participating employees; Accounts Payable processes the reimbursement requests and reimburses the participating employees.</p>	