

**Northwest Regional  
Education Service District  
Regulation**

Code: **GCL/GDL-AR**  
Adopted: 3/17/98  
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Orig. Code(s): GCL/GDL-AR

## **Staff/Professional Development**

### **I. Professional Growth Opportunities**

Professional growth opportunities for administrators, coordinators and supervisory staff are necessary components for successful operation of NWRESD programs. Such opportunities take on various forms: leadership and curriculum development, attendance at conferences and workshops, enrollment in in-service classes and enrollment in credit classes. The NWRESD encourages participation in a wide variety of professional growth activities and may support them financially.

### **II. Special Training Programs/Credit Classes**

In addition to the NWRESD-paid programs, all permanent employees may apply for tuition reimbursement for courses, seminars and other study which enhances their abilities as employees of the NWRESD. The negotiated agreements contain the conditions under which reimbursement may be claimed. In summary, the following conditions apply:

- A. The class or program must be one which is mutually beneficial to both the employee and the NWRESD, and must be directly related to the employee's duties;
- B. To be reimbursed for a course, the employee must make application to the supervisor who will recommend approval or disapproval. Final approval will be granted by the Superintendent or designee.
- C. All employees shall have a fixed limit for reimbursement as determined by collective bargaining, memorandum or individual contractual agreements with the Board. Administrative and supervisory employees shall be reimbursed at a rate determined by the Board/administrator agreement at the time of registration;
- D. Reimbursement shall not be granted for classes or study conducted during the regular assigned work day, except that licensed/certified or administrative employees on twelve-month contracts may attend summer-school day classes upon the approval of the immediate supervisor and the superintendent or designee;
- E. Employees will receive reimbursement upon showing proof of payment and successful completion of the work involved, as shown by a transcript, certificate of completion, record of attendance or in other appropriate ways;
- F. No employees shall receive more than the total cost of the tuition.

### III. Travel/Conference Expenses

To be reimbursed, professional growth activities must be beneficial to the NWRESD and must be directly related to the employee's duties. Approval for participation must be received in advance.

#### Conference and Workshop Reimbursement

Staff members desiring to attend workshops during their working hours and/or to be reimbursed for registration and other associated workshop costs must submit prior approval forms to the coordinator. Conferences and workshops using human resource funds are paid on a reimbursement basis.

#### In-NWRESD Travel

Employees who use their own personal automobiles to carry out their legal and assigned duties will be reimbursed at the established rate. Travel expenses will not be reimbursed for unauthorized or home to first worksite travel.

#### Conferences and Workshops

Administrators, coordinators and supervisory staff should submit requests to attend out of state or overnight conferences to their immediate supervisor no later than three weeks prior to the conference date. Conference expenses including registration, lodging, meals and travel may be paid from departmental or human resource department funds. Classified agreement covers textbooks and tuition only.

#### Workshops and Conferences Outside the NWRESD

All out-of-state travel must be approved by the immediate supervisor, executive director and superintendent or designee. All travel arrangements and ticket purchases must be made through the superintendent's office. The best possible ticket costs shall be acquired. Generally, travel tickets will be purchased through one travel agency, however, at least one local agency within a service center's county will be contacted and utilized if ticket costs are the same or better than the ESD's general travel agency.

1. **Approval to Attend** - All requests must be submitted in writing to the supervisor to attend overnight conferences no later than three weeks prior to the conference date. All conference expenses, including registration, lodging, meals and travel must be paid **from departmental funds**.
2. **Travel** - Private automobile travel will be reimbursed at the authorized rate. Reimbursement for out-of-state travel by car will be made on the basis of airfare or mileage rate, whichever is lower. All other travel will be reimbursed upon receipt at actual cost.

3. **Lodging** - Lodging for approved conferences or workshops will be reimbursed upon receipt and in accordance with NWRESD procedures.
4. **Conference Meals** - Meals for approved conferences and workshops will be reimbursed from submitted receipts and in accordance with NWRESD procedures.
5. **Meals** - Meal allowances are based on actual meal reimbursement from receipts submitted with final travel expense report.  
  
Meals served as a required part of a conference or workshop will be reimbursed at the conference designated rate.
6. **Telephone Calls** - Telephone calls made for NWRESD business purposes will be reimbursed. **Personal calls are the responsibility of the employee.**
7. **Other Meals** - Reimbursement for meals for staff members representing the NWRESD or on NWRESD related business may be reimbursed. Receipts must be presented for reimbursement and must include guests and the nature of the NWRESD business.
8. **Liability Insurance Related to Travel** - The NWRESD carries the necessary liability insurance needed to protect employees and Board members in the performance of their legal and assigned duties. (The employee's automobile insurance is primary, that of the NWRESD is secondary. Proof of said insurance may be required by the NWRESD.)
9. **Travel Reimbursement Reports** - Immediately upon return from a conference or workshop a travel expense report should be sent to the supervisor for approval. Receipts for all expenses must be enclosed with the report.

#### IV. Staff Development – Licensed

All NWRESD teachers, personnel service specialists and administrators contracted by the NWRESD, excluding substitutes, will follow the procedures provided below for meeting continuing professional development (CPD) requirements.

Board policy GCL/GDL, Staff Development, this regulation and related NWRESD-issued handbooks and materials are recognized as the NWRESD's Continuing Professional Development Program.

- A. The responsibility for completing a plan and meeting licensure renewal requirements rests with the employee. The employee shall provide documentation that the plan has been completed and he/she has analyzed the results and applied the acquired knowledge and skills to improve student learning.

The NWRESD may assist such efforts in the following ways:

1. Provide a copy of the Board's CPD policy, regulation, CPD handbook and/or other related materials which meet TSPC requirements;
  2. Provide an annual process for completing a portion of the license renewal requirements, approximately 25 CPD units of credit;
  3. Upon the employee's request, provide a site system for record keeping in which the supervisor retains the plan and, where practical, may post certain activities;
  4. Incorporate plan development and completion into an annual goal-setting cycle;
  5. When possible, conduct applicable group meetings/conferences to assist in meeting the requirements.
- B. The superintendent or his/her designee shall, if applicable, verify completion of the required plan(s) and units for renewal at the time the employee requests NWRESD verification of educational experience on the TSPC provided Professional Educational Experience Report (PEER) form.