

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

NO: 6610

DATE: 2003-03-25

REVISED: 2015-02-10

SUBJECT: **NON-TEACHING PROFESSIONAL DEVELOPMENT**

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The Board of Education believes that it is important for all employees of the School District to have the opportunity for professional growth and advancement. Therefore, the Board encourages non-teaching staff to improve knowledge and skills by attending conferences, workshops and evening courses. The Board will assist by authorizing time off and reimbursement of expenditures for approved conferences.

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**REGULATIONS**

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**1. Approval**

Attendance is subject to the prior approval of the Superintendent, Assistant Superintendent, or the Secretary-Treasurer. Applications must indicate the estimated cost.

**2. Expenses**

The sum of \$10,000.00 will be budgeted annually, to be claimed on a first come-first served basis, on the understanding that employees can claim up to a maximum of \$450.00 in any school year, following Bylaw 9 Reimbursement for Expenses.

**3. Provisions and Limitations**

- a) Professional development requests must be recommended by immediate supervisor.
- b) No wages will be paid, or time off in lieu, when the function extends into evenings or weekends.
- c) Professional development must be job related. The courses are expected to improve the employee's effectiveness in their current position.
- d) Employees will be limited to a maximum of three days in any school year. The number of days may be extended by approval of the Superintendent, Assistant Superintendent, Secretary-Treasurer, or designate.