

How To Obtain Permission to Attend Out-Of-District Professional Training

OBTAINING PERMISSION TO ATTEND FROM THE SUPERVISOR			
Step Number	FEA CBA	ESSS CBA	ADMINISTRATOR
1	Employee wishing to attend a professional training out of district completes the PD Request Form and attaches the brochure and registration information (back-up) to the PD Request Form.	Employee wishing to attend a professional training out of district completes the PD Request Form and attaches the brochure and registration information (back-up) to the PD Request Form.	Employee wishing to attend a professional training out of district completes the PD Request Form and attaches the brochure and registration information (back-up) to the PD Request Form.
2	Employee submits the PD Request Form packet to the appropriate administrative assistant of his/her Supervisor.	Employee submits the PD Request Form packet to the appropriate administrative assistant of his/her Supervisor.	Employee submits the PD Request Form packet to the appropriate administrative assistant of his/her Supervisor.
3	The Supervisor checks the form to see that it is properly completed by the Employee.	The Supervisor checks the form to see that it is properly completed by the Employee.	The Supervisor checks the form to see that it is properly completed by the Employee.
	The Supervisor reviews the brochure and registration information, and verifies the amount requested for the PD event and all information on the form.	The Supervisor reviews the brochure and registration information, and verifies the amount requested for the PD event and all information on the form.	The Supervisor reviews the brochure and registration information, and verifies the amount requested for the PD event and all information on the form.
4	If the Supervisor finds problems with the completion of the form or anything involving the back-up materials, the form is returned to the Administrative Assistant to return to the Employee for correction.	If the Supervisor finds problems with the completion of the form or anything involving the back-up materials, the form is returned to the Administrative Assistant to return to the Employee for correction.	If the Supervisor finds problems with the completion of the form or anything involving the back-up materials, the form is returned to the Administrative Assistant to return to the Employee for correction.
5	If the form is correct and complete, the Supervisor verifies that the request fits the Employee's annual goals, and that there are no more than three FEA members out of the district on the same workday and the Employee has not exceeded his/her individual three day annual PD Day limit with this request, verified on the administrative staff PD days google.calendar, and the total requested for reimbursement is \$200 or less (If the workshop cost exceeds \$200, then the requestor can either attach a check for the overage or the administrator provides an account line for the overage if the administrator wishes to support the teacher's attendance, or the administrator provides an account line(s) to pay for the entire workshop), then....	If the form is correct and complete, the Supervisor verifies that the request fits the Employee's three-year goals, the employee has requested a personal day if needed, the employee is not in the first 90 days of employment (and has received their 90 evaluation/notification), and the total amount requested for reimbursement is \$200 or less for the year so far, then....	If the form is correct and complete, the Supervisor verified that the request fits the Employee's annual goals, checks to see that there is appropriate coverage for the person's position for the day-out, then...
6	The Supervisor completes the form section required to be filled out by the Supervisor, disapproves of the request, and returns the form to the Employee, OR...	The Supervisor completes the form section required to be filled out by the Supervisor, disapproves of the request, and returns the form to the Employee, OR...	The Supervisor completes the form section required to be filled out by the Supervisor, disapproves of the request, and returns the form to the Employee, OR...
7	The Supervisor approves the PD event and gives the form and back-up material to their administrative assistant and s/he scans/emails the form to the SAU Administrative Assistant.	The Supervisor approves the PD event and gives the form and back-up material to their administrative assistant and s/he scans/emails the form to the SAU Administrative Assistant.	The Supervisor approves the PD event and gives the form and back-up material to their administrative assistant and s/he scans/emails the form to the SAU Administrative Assistant.
SAU			
8	The SAU Administrative Assistant prints a hard copy, date stamps it, reviews the Request for errors and/or omissions and if there are any problems with the form, it is returned to the requestor and Cc'd to the administrative assistant.	The SAU Administrative Assistant prints a hard copy, date stamps it, reviews the Request for errors and/or omissions and if there are any problems with the form, it is returned to the requestor and Cc'd to the administrative assistant.	The SAU Administrative Assistant prints a hard copy, date stamps it, reviews the Request for errors and/or omissions and if there are any problems with the form, it is returned to the requestor and Cc'd to the administrative assistant.
9	The SAU Administrative Assistant verifies that the funds are available in the various account lines, the attendance requirement have been met, initials the lower right of the page and submits the form to the Superintendent for approval/disapproval.	The SAU Administrative Assistant verifies that the funds are available in the various account lines, the attendance requirement have been met, initials the lower right of the page and submits the form to the Superintendent for approval/disapproval.	The SAU Administrative Assistant verifies that the funds are available in the various account lines, the attendance requirement have been met, initials the lower right of the page and submits the form to the Superintendent for approval/disapproval.
10	The Superintendent approves/disapproves of the request.	The Superintendent approves/disapproves of the request.	The Superintendent approves/disapproves of the request.
11	If the request is disapproved, the form is scanned and sent back to the requestor and copied to the appropriate administrative assistant.	If the request is disapproved, the form is scanned and sent back to the requestor and copied to the appropriate administrative assistant.	If the request is disapproved, the form is scanned and sent back to the requestor and copied to the appropriate administrative assistant.
12	If the request is approved by the superintendent...the superintendent returns the signed form to the Administrative Assistant	If the request is approved by the superintendent...the superintendent returns the signed form to the Administrative Assistant	If the request is approved by the superintendent...the superintendent returns the signed form to the Administrative Assistant

13	The SAU administrative assistant logs the activity in Annual FEA PD Recording Spreadsheet. This log will be kept in the dropbox between the two offices.	The SAU administrative assistant logs the activity in Annual ESSS PD Recording Spreadsheet. This log will be kept in the dropbox between the two offices.	The SAU administrative assistant logs the activity on the Administrative Team Google.calendar.
15	The administrative assistant sends the approved form and backup to the Financial Assistant to encumber the funds by generating the PO.	The administrative assistant sends the approved form and backup to the Financial Assistant to encumber the funds by generating the PO.	The administrative assistant sends the approved form and backup to the Financial Assistant to encumber the funds by generating the PO.
16	The full packet of materials regarding the request is scanned by the financial assistant and sent back to the requestor and copied to the appropriate administrative assistant. The packet includes: the original signed request form, the PO, the back-up material?	The full packet of materials regarding the request is scanned by the financial assistant and sent back to the requestor and copied to the appropriate administrative assistant. The packet includes: the original signed request form, the PO, the back-up material?	The full packet of materials regarding the request is scanned by the financial assistant and sent back to the requestor and copied to the appropriate administrative assistant. The packet includes: the original signed request form, the PO, the back-up material?
17	The requestor is then responsible to enroll him or herself in the PD.	The requestor is then responsible to enroll him or herself in the PD.	The requestor is then responsible to enroll him or herself in the PD.
REIMBURSEMENT			
18	To be reimbursed for a workshop/conference, the requestor/payee must give the appropriate paperwork within thirty (30) days of attendance of the workshop/conference to the appropriate administrative assistant.	To be reimbursed for a workshop/conference, the requestor/payee must give the appropriate paperwork within thirty (30) days of attendance of the workshop/conference to the appropriate administrative assistant.	To be reimbursed for a workshop/conference, the requestor/payee must give the appropriate paperwork within thirty (30) days of attendance of the workshop/conference to the appropriate administrative assistant.
19	The appropriate paperwork includes proof of attendance, and proof of payment, and appropriate google.maps (see the employee manual for instructions on how to claim mileage for workshop/conference) indicating the mileage to be reimbursed as explained in the Employee Manual.	The appropriate paperwork includes proof of attendance, and proof of payment, and appropriate google.maps (see the employee manual for instructions on how to claim mileage for workshop/conference) indicating the mileage to be reimbursed as explained in the Employee Manual.	The appropriate paperwork includes proof of attendance, and proof of payment, and appropriate google.maps (see the employee manual for instructions on how to claim mileage for workshop/conference) indicating the mileage to be reimbursed as explained in the Employee Manual.
20	Then the administrative assistant checks the paperwork for completion and sends the original reimbursement materials to the SAU administrative assistant who again checks the packet for completeness.	Then the administrative assistant checks the paperwork for completion and sends the original reimbursement materials to the SAU administrative assistant who again checks the packet for completeness.	Then the administrative assistant checks the paperwork for completion and sends the original reimbursement materials to the SAU administrative assistant who again checks the packet for completeness.
21	The SAU administrative assistant gives the complete packet to the SAU financial assistant who processes the reimbursement and records the attendance during the payroll process.	The SAU administrative assistant gives the complete packet to the SAU financial assistant who processes the reimbursement and records the attendance during the payroll process.	The SAU administrative assistant gives the complete packet to the SAU financial assistant who processes the reimbursement and records the attendance during the payroll process.