

# Stark County Board of Developmental Disabilities

Policy 4.25 Professional Meeting and Conference Absence	Effective: 6/16/15
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## PROFESSIONAL MEETING AND CONFERENCE ABSENCE

### POLICY

Board employees may be authorized by the Superintendent or designee to attend meetings and conferences of a professional nature. Authorization for such absence shall be obtained prior to the absence by a written request. Employees instructed to attend such meetings or conferences of a business or professional nature shall be considered assigned to duty with full payment of salary. Employees will be reimbursed for expenses in keeping with established criteria as approved by the Board and within the appropriation set aside for this purpose.

<b>Historical Resolution Information</b>	Reviewer(s):
<b>Date</b> <b>Resolution Number</b>	Superintendent
11-10-99      11-183-99	
3/17/12      03-27-12	
5/16/15      05-28-15	

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## PROFESSIONAL MEETING AND CONFERENCE ABSENCE

### PROCEDURE

#### **Professional Days**

1. Full time employees may be authorized up to one (1) professional day with pay annually by the Superintendent or designee to be used for:
  - A. Visitation of classes or programs inside or outside the system
  - B. College workshops
  - C. Educational seminars
  - D. Professional meetings or conventions
2. Authorization for professional days must be obtained from the Superintendent or designee by submitting the request at least two (2) weeks prior to the absence. An employee must file a written request specifying the nature of the class or program to be visited or program to be attended, what the employee hopes to learn by such absence, and the method the employee will employ to share the information he/she acquires with other interested members of the staff.
3. If it is determined that the Board will not pay the registration or tuition expense of the event, this cost does not qualify for reimbursement under Policy 4.52 Tuition Reimbursement.

The Superintendent may extend the provisions of this policy. Any extension request must be submitted directly to the Superintendent.