

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure
Professional Development**

Subject: Professional Development for Staff	Effective Date: July 1, 2013 Revised: April 21, 2014	Page 1 of 4
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish the approval process and financial procedures for the administration of requests for staff development, and the payment of registration fees to outside vendors

- II. **Authority:** Superintendent and Business Administrator

- III. **Terms and Conditions:** This process applies to submission of all requests for staff development to the Board of Education for approval, as well as the financial procedures for the payment of registration fees.

Wayne Board of Education Policy #6470 – Payment of Claims
Wayne Board of Education Policy #6471 – School District Travel
New Jersey Administrative Code 6A:5.9
New Jersey Administrative Code 6A:6.10
New Jersey Administrative Code 6A:7
New Jersey Administrative Code 6A:23
New Jersey Statute 18A:11-12

- IV. **Reporting Procedures:** Superintendent, Assistant Superintendent, Business Administrator, Accounts Payable, Payroll

- V. **Approval Process:** Superintendent, Assistant Superintendent, Business Administrator

- VI. **Consequences:** Failure to follow SOP will jeopardize attendance at conferences, workshops, etc.

- VII. **Dissemination:** All Staff

New Jersey Administrative Code requires that *all travel by school staff MUST have pre-authorization of the Superintendent AND have prior approval of the Board of Education BEFORE attendance.*

Given the increasing number of requests for professional leaves, the following criteria will be used to insure that opportunities for professional growth are evenly distributed among staff members, and that there are an adequate number of substitutes:

1. When the number of known substitutes pre-reserved for Professional Leaves exceeds 12 for a given day, additional requests may be denied except for unusual circumstances.
2. When the applicant has already had two (2) professional leave days in a school year, a subsequent request will be denied at the school level, except for unusual circumstances.
3. Availability of funds will also be a significant consideration in approving professional leave requests.
4. Leaves will not be approved during testing dates, or on other such days that the Administrator and/or Superintendent may deem would interrupt the continuity of the educational program or operations of the District.

If reimbursement for any costs including registration, mileage, tolls, etc. is requested, the request must be submitted to the Administration Office in accordance with the following procedure:

1. Requests for professional absence to attend workshops, seminars, etc., **MUST** be approved by the Department Administrator and/or Principal and be submitted to the Office of the Superintendent for approval on the ***Professional Leave Request Form***, which is posted on the District website.
2. The Staff member shall complete the Professional Leave Request Form, have it signed as required by their Administrator and shall forward it to the appropriate central office secretary with all required documentation:
 - a. Registration information and form if necessary
 - b. Map Quest directions, from home school/office to the destination, round trip x .31 cents per mile. **DO NOT** calculate the mileage from your home.
 - c. Complete and sign the Travel Certification Form
 - d. Estimate of other charges such as parking, tolls, etc.
 - e. GSA Schedule indicating allowable amounts for lodging/meals/incidentals. See Appendix A attached.

- f. Purchase Requisition - if registration is payable to a Vendor (non-employee). Please see SOP for procedures for "Reimbursements to Staff" if staff member pays out of pocket.
 1. Select proper Vendor (verify address on vendor's registration form)
 2. The order description should include date of event and initials of staff member
 3. The body of the Requisition should state Registration for (attendee) the date of event, and title of the workshop and the date of Board of Education approval
 4. No requisition will be approved without this required information
3. After the request has been approved at a BOE meeting, Central Office staff will indicate the approval date on the Professional Leave Request Form and will provide a copy of *all* documents to (1) Accounts Payable for processing of the requisition, and (2) Staff member for their records.
4. **IMPORTANT!!** If there are more than 4 staff members approved to attend the same workshop/conference event, the Curriculum Secretary shall complete the Travel Request Form and forward it to the County Business Administrator for approval pursuant to State regulations. If the County denies the request, the Curriculum Office shall notify all staff beyond 4 members that they cannot attend the event on that date.
5. After the workshop, the attendee should submit to the Accounts Payable Department:
 - a. Signed Blue Receiving Statement of Purchase Order (certifying that the staff member attended)
 - b. Synopsis of workshop attended, which has been signed by both attendee and their supervisor.
 - c. Documents must be submitted within thirty (30) days for timely payment to vendor

IMPORTANT:

No request shall be considered or approved if submitted after the event has started, AND, NO REIMBURSEMENT can be made if the request is received so late that the Board of Education cannot approve it *prior* to attendance.

The Board of Education is a TAX EXEMPT agency. NO reimbursement can be made for sales tax. If necessary, *it is the responsibility of the staff member* to contact the Business Office to obtain a tax exempt letter that may be presented to the vendor so that taxes are not imposed.

Board members, officers and employees of the School District who register for conferences, workshops, or other professional growth and development activities but fail to attend without proper notification shall be responsible for reimbursing the Board for all incurred expenses. Exceptions caused by extenuating circumstances may be granted at the Board's discretion.

School district travel expenditures **shall not include** costs for the following:

- a. Sustenance reimbursement for one day trips, except for meals expressly authorized by and in accordance with the provisions of New Jersey Administrative Code.

- b. Sustenance reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedure set forth in New Jersey Administrative Code.
- c. Attendance by the appropriate people at NJSA, NJADA or NJASBO shall only be permitted for reimbursement for lodging when the convention has received a waiver from the Commissioner pursuant to New Jersey Administrative Code and where home to convention commutation exceeds 50 miles and the event occurs in 2 or more consecutive days.
- d. Car rentals, limousine services, reverse telephone charges or entertainment costs.
- e. Air fare without documentation of quotes from at least 3 airlines and/or travel agencies and/or on-line services.

Out of State Travel

Pursuant to N.J.S.A.18A:11-12, out of state travel shall be limited to the fewest number of board members or affected employees needed to acquire and present the content offered to all board members or staff, as applicable, at the conclusion of the event.

Lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles.

Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than three individuals from the district are to attend, the school district shall obtain the prior written approval of the Executive County Superintendent.

APPENDIX A: GSA

Professional Leave Travel Costs For Lodging, Meals and Incidentals

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When filling out a Professional Leave with travel costs other than mileage, please refer to the US Government website, www.gsa.gov to obtain the allowable amounts for this travel. School employees are required to follow the Federal Travel Regulations when traveling.

To compute the travel allowance, go to the US Government's Federal Travel Regulations "Per Diem" page:

- www.gsa.gov
- On home page, select 'Per Diem Rates' on the menu in the upper left corner.
- On the **Per Diem Page**, scroll over the USA map and click on the state of your destination.
- On the state's chart, make sure it is the current fiscal year chart for that state, *e.g.*: **New Jersey FY 13** (see the drop down box for selecting the correct year). The Federal Fiscal year chart changes on Oct. 1st of each year.
- Find your specific city, county, or region of travel destination on the state's chart. Some cities have listings for specific dates/times of year. Please ensure your travel dates match this section of the chart
- Use the figures to compute the travel allowance for lodging, meals and incidentals, and fill the dollar amounts in on the Professional Leave Form.
- Print out the chart, using the "printer friendly format" icon at the bottom of the state's chart page, so that it can be attached to the Professional Leave form.