

## SAYDEL COMMUNITY SCHOOL DISTRICT

### LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The Board encourages licensed employees to attend and participate in professional development activities to maintain, develop and extend their skills. The Board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, will be made to the employee's immediate supervisor. A licensed employee in professional development programs sponsored by the school district must obtain approval of his/her supervisor prior to attendance when the attendance would result in the licensed employee being excused from his/her duties or when the school district pays the expenses for the program.

The employee's supervisor will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the supervisor will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the educational program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the supervisor. The Board must also approve requests that involve unusual expenses or overnight travel, and the employee may be asked to provide a brief summary to the Board at its next regular Board meeting.

**Legal Reference:** Iowa Code § 279.8.  
281 I.A.C. 12.7; 83.6

**Cross Reference:** 414.9 Classified Employee Professional Purposes Leave

**Approved:** 2-17-97

**Reviewed:** May 2018

**Revised:** May 2018