

**Series 3000 Personnel**

**Section 3300 Service Personnel**

**Policy 3310 Service Personnel Leave for Meetings and Conferences**

3310.1 **Rationale**

The school board, within limits of financial constraint and sound philosophy, encourages the attendance of service personnel at conferences, conventions, trainings, and workshops that directly affect the employee's job performance. The board also recognizes the need for service employees to grow and increase their knowledge of their job while, at the same time, the board is cognizant of the importance of the presence of service employees at the work site.

3310.2 **Standards for Approval**

The board recognizes that, if a service employee is absent from the worksite or from the school for an excessive number of days, the quality of the work to the organization will suffer. Therefore, all leave for service employees shall be considered by the administrative staff in the following priority and pursuant to the following criteria:

- 3310.2.1 Representing the Harrison County Board of Education as directed by the board and administration;
- 3310.2.2. Activities corresponding to an assignment from which expertise may be gained and subsequently shared with other service employees;
- 3310.2.3. Activities involving county committees;
- 3310.2.4. Representation on a West Virginia Department of Education committee or other state department activity as approved by the board;
- 3310.2.5. Any other activity deemed appropriate by the superintendent and approved by the board.

3310.3           **Release Days**

- 3310.3.1.       Annually the Harrison County service organizations will be allocated release days based on a percentage of membership enrollment, not to exceed a total of 31 days annually, non-cumulative for all service organizations, or members to attend association related activities. Substitutes, if needed, will be provided for those days.
- 3310.3.2       Application for release days must be made and approved pursuant to the provisions of this policy.
- 3310.3.3       Permission for release shall be through the superintendent's office.

3310.4           **In-State Meetings**

Those employees desiring to be excused to attend in-state meetings shall make application to the superintendent who shall have the authority to approve or deny the request.

3310.5           **Out-of-State Meetings**

Those employees desiring to be excused from his/her regular duties to attend any out-of-state meeting shall make application to the superintendent for his/her consideration and presentation to the board. All out-of-state meeting applications must be approved by the board. Applications to the superintendent shall be made at least 30 days in advance of the date that board approval is requested. The superintendent may approve untimely applications only when an emergency or other unforeseen event has occurred.

3310.6           **Service Personnel Staff Development**

- 3310.6.1.       The service personnel staff development council shall follow the standards and guidelines established by West Virginia Code §18A-3-9 and the policies of this board.

Approved by the Harrison County Board of Education

Effective Date: February 6, 2007