

SUBJECT: EMPLOYEE ATTENDANCE AT CONFERENCES

The BOCES recognizes the importance of workshops, conferences and meetings to keep staff members informed of new developments within their field and to improve personal knowledge and skills. The following policy provides guidelines by which staff members may be authorized to attend such meetings.

- a) BOCES administrative personnel may participate in conferences subject to the approval of the District Superintendent. Limitations will depend on the time, cost and number of conferences during a school year. Requests shall be submitted in writing at least two weeks prior to conferences.
- b) BOCES administrative personnel may attend meetings and workshops at their discretion. An administrator is expected to notify his/her immediate supervisor when he/she will be out of the building in attendance at meetings.
- c) Staff may be authorized to attend a conference by submitting a request to their immediate supervisor. Final approval will be granted by the Assistant Superintendent for Administrative Services.
- d) Staff may attend meetings and workshops with the approval of their immediate supervisor.

Adopted: February 13, 2002