

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 or designee. Limitations will depend on the time, cost and number of conferences during a school year. Requests must be submitted in My Learning Plan (MLP) at least two weeks prior for in state Conferences and 30 days for out of state 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. Requests shall be submitted in MLP at least two weeks prior to the conference.
- c) Staff may be authorized to attend a conference by submitting a request to their immediate supervisor. The Deputy District Superintendent will grant final approval.
- d) Staff may attend meetings and workshops with the approval of their immediate supervisor.

Adopted: February 13, 2002
Revised: August 14, 2019