Professional Development

GENERAL DESCRIPTION: This procedure pertains to employees requesting the expenditure of professional development monies.

PRIMARY RESPONSIBILITY: Employee/Human Resource Services Director

REFERENCE OR AUTHORITY: Policy GCL/GDL – Professional Development; and Administrative Rule GCL/GDL-AR – Professional Development

OVERVIEW: An employee may request use of professional development funds as provided in the employee bargaining agreement or meet and confer process.

PROCEDURAL STEPS:

1. The employee completes a professional development request form for professional development expenses (312) and submits it according to department/program procedures. The employee shall include all associated costs, including tuition, travel, meals, lodging, and parking.

2. If the class, training, or workshop is out of state, the employee must also write a letter to the superintendent requesting authorization for out-of-state travel. The employee attaches the letter to the professional development request form and submits it to the coordinator/director for recommendation.

3. The program coordinator, as appropriate, and the department director recommend approval of the professional development request. If the director denies the request, the director will notify the employee that the request is denied.

4. If out-of-state travel is requested, the director forwards the form and letter to the superintendent for approval. Written authorization must be obtained from the superintendent prior to entering a requisition into the CESD financial system, CESD’s finance system. If the superintendent denies the request, the director will notify the employee.

5. The department designee will create a requisition in CESD’s finance system with the appropriate program account, activity account, and location (312). The location determines the electronic approval process.

6. The completed requisition be saved as a draft only. DO NOT RELEASE.

7. The department designee will enter the requisition number on the professional development request form and forward it to the accounts payable clerk along with all supporting documentation.
8. All activity accounts and corresponding dollars are maintained by the accounts payable clerk. All questions should be directed to this person.

9. If the request includes accessing the pool and funds are available, the accounts payable clerk will transfer dollars to the employee number.

10. The accounts payable clerk will scan the professional development request form and all supporting documentation, attach it to the appropriate requisition in CESD’s finance system, and release the requisition for electronic approval.

11. The electronic approval process flow includes, in order, the director of Human Resource Services and the Chief Financial Officer. All approvals will be encrypted in CESD’s finance system. If either director denies the request, the director will notify the department director who will notify the employee.

12. Once approved by all appropriate individuals per the process flow, the requisition will be converted into a purchase order. CESD is not obligated for any commitments made prior to the generation of a purchase order. Requisitions approved by 4:30 p.m. will be converted into a purchase order the next working day.

13. Electronic notification will be sent to the department designee at the time the requisition is converted to a purchase order reflecting the requisition number and corresponding purchase order number.

14. The department designee is responsible for notifying the employee who initiated the professional development request that it has been approved and that a purchase order has been issued.

15. The accounts payable clerk will forward the purchase order(s) to the requester and make any payments as directed on the professional development request form.

16. Expenses not itemized on the original request will not be reimbursed. A new professional development request form shall be required and processed according to this procedure prior to reimbursement.

17. Employee reimbursement requests will be processed for payment according to Administrative Rule DLC-AR – Expense Reimbursements.