

## **SUPPORT STAFF TRAINING, CONFERENCES, AND WORKSHOPS**

Educational support staff will participate in at least eight (8) hours of in-service during the pre-service workshop days at the beginning of each school year with full pay. Educational support staff in-service activities will be planned and implemented by a committee of four support staff employees and one district-level administrator, who will serve as chair of the committee. The committee will be selected by the superintendent or his/her designee.

Further training in job skills is encouraged and, at the discretion of the superintendent, permission may be granted by supervisors for support staff employees to attend workshops or conventions as "district growth leave." When approval is granted, expenses incurred by the employee will be allowed in accordance with the district's travel policy. Travel time outside regular working hours cannot be accrued for pay. These conferences/workshops may be local, state, regional, or national.

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015