

Staff Development (Classified Employees)

4220

The superintendent of schools shall be responsible for providing or for directing the immediate supervisor, such as the head cook or head custodian, to provide routine orientation and explaining the day-to-day work responsibilities for new classified staff personnel.

To the extent schedules and budgeting will allow, classified employees will be expected to attend workshops or seminars that will better prepare them to perform their assigned tasks. Requests to attend these activities should be made to the immediate supervisor and are to be approved by the superintendent of schools.

The school district will pay the tuition or enrollment fee, room, board, and will either pay mileage or provide transportation for attendance to workshops or seminars which relate to the assigned activity which have been approved prior to attendance.

Refer to Policy 3610, Travel and Reimbursement for payment rates and expenses covered.