

## EMPLOYEES

### Series 400

Policy Title Licensed Employee Professional Development Code No. 408.01

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support a professional development program for licensed employees. *Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.*

*For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.*

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, is made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school districts' financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expense or overnight travel must also be approved by the board.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees will be followed.

**NOTE: This is a mandatory policy.**

#### **Legal Reference:**

Iowa Code §§ 279.8, .74.  
281 I.A.C. 12.7; 83.6

#### **Cross Reference:**

414.09 Classified Employee Professional Purposes Leave

**Approved:** August 21, 2023 **Reviewed:** \_\_\_\_\_ **Revised:** August 21, 2023