

Travel and Educational Meetings

An employee (professional, service personnel, including coaches) wishing to attend any conference, meeting, or convention in state may be absent for such purpose upon approval of the Superintendent or designee, if such attendance will be in the interest of the schools. Attendance at such meetings may be substituted for the regular work assignment, and the employees so attending shall not suffer loss of pay.

Further, only when the nature of the trip necessitates overnight lodging, is the Superintendent/or designee authorized to pay expenses of personnel approved to attend any such professional or educational meeting or in visitation to another school system consistent with established administrative procedures.

Approved expenses when overnight lodging is necessitated may include but not be limited to: mileage reimbursement at the county rate, meals (for the actual amount of meal(s) and only up to a maximum of forty-five (\$45.00) dollars per day unless there is prior approval from the superintendent or designee; reimbursement for meals on travel days when overnight lodging is necessitated may only be turned in when the travel time is in excess of one and one-half (1.5) hours of the start/end of the meeting and the normal mealtime would fall within the travel time), hotel/motel accommodations, normal parking fees, registration fees for meetings and conferences when approved in advance, and school business related local and/or long distance phone calls.

Overnight lodging costs will be reimbursed only when: the

conference location exceeds 90 miles one way from primary work location; and/or is a multiple day conference (traveling back and forth from the regular work site to a conference on a daily basis when the conference is a multiple day conference must be approved in advance by the superintendent or designee; any mileage or meal reimbursement without such approval will be denied); and/or inclement weather conditions delay return travel; and the conference begins prior to 9:00 AM where the commute exceeds 90 miles or exceeds one and one half-hour (1.5) travel time.

Reimbursement for all reimbursable expenses incurred when the nature of the trip necessitates overnight lodging is limited to the actual cost(s) supported by all receipts (hotel/motel receipts must be itemized) for expenses which the individual is seeking reimbursement and are within any set limits.

Mileage and appropriate registration fee reimbursement, when incurred during a day trip, are allowable.

Application and notification to attend a conference must be made and approved in advance.

Non-reimbursable expenses include: travel insurance, alcoholic beverages, laundry expenses, association dues, personal telephone calls, entertainment (including movie rentals), expenses for partisan political purposes and any other personal expenses. No reimbursement for meals will be honored when meals are offered through the conference the individual is attending.

All travel related reimbursable expense(s) must be submitted within the fiscal year the expense(s) was incurred unless authorized by the superintendent or designee.

When an employee requests absence from school to attend a meeting or professional function, the request shall be channeled to the Superintendent's office through the immediate supervisor's office and over said supervisor's signature of approval.

Travel outside West Virginia or Washington County, Ohio shall be approved by the board of education.

If approved by the principal and superintendent or designee, a teacher may use one instructional day during the employment term for home visitations, visiting such parents or guardians as designated by the principal. Priority shall be given to those pupils identified as potential school dropouts or whose school attendance is otherwise jeopardized. Such home visitations may be used in lieu of one day of the required staff development. Expenses will be reimbursed by the Board upon presentation of an itemized, sworn statement utilizing the procedures and forms as the Superintendent may specify.

Professional educators serving as mentor teachers, serving on state and county professional staff development councils, serving on school curriculum teams, and serving on professional support teams will be granted professional time if required for performance of their duties during the instructional day or compensation in addition to their regular contract salary if required at other times. In conjunction with these duties, members will also be reimbursed for their expenses actually incurred in discharging such responsibilities, provided that the prescribed county provisions for approval and verification are followed. The superintendent shall cause coverage of the teachers' regular duties during such release time through the

use of paraprofessional aides, substitutes and/or other methods
as necessary to avoid the interruption of instruction.

Reference: West Virginia Code 18A-5-4 and 18-8-5a; Written
Policies of Pleasants County Schools, 1969, as amended

Amended: December 13, 2007

Amended: December 8, 2011

Amended: May 8, 2014