

# InterMountain Education Service District

Code: **GCL**  
Adopted: 1/19/11  
Readopted: 5/15/13

## Staff Development

1. Staff development activities will be limited by budgeted funds unless specifically approved by the superintendent.
2. All out-of-district staff development activities will be approved by the employee's supervisor.
3. All travel outside of the northwest states (Oregon, Washington and Idaho) must be approved by the Superintendent and Board prior to reimbursement.

The ESD recognizes the importance of continued educational experiences and other professional activities as a means for improving job performance. The Board also recognizes the fact that from time-to-time, such experiences may require travel outside of the states of Oregon, Washington, and Idaho. Out-of-state travel, as defined by this policy, shall be divided into two categories: professional development and ESD Business. Professional development travel requires Board approval. ESD Business does not require Board approval and will be approved by the program director and/or superintendent.

Out-of-state travel should be treated as a special circumstance. Individual staff members should not participate in more than one discretionary trip per year.

Guidelines for out-of-state travel are as follows:

### Professional Development

1. Planned well in advance.
2. Requires Board approval.
3. Travel cannot precede formal approval.
4. If time constraints do not allow for prior Board approval, the travel must be approved by the superintendent and Board Chair. The travel will be reviewed by the Board at the next available board meeting.
5. ESD supervisor or employee must be present at Board meeting to support request.
6. Written report to be submitted to the Board upon return.

### ESD Business

1. The employee is being sent on ESD business by the superintendent or Board.
2. Does not require Board approval – approval is granted by the superintendent.

3. May happen on short notice.
4. May also include travel associated with federal grant guidelines.

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include college courses, workshops, curriculum planning, professional conferences, and other activities approved by the supervisor and/or the Board.

The superintendent shall develop procedures to govern attendance at staff development activities.

END OF POLICY

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**Legal Reference(s):**

[ORS 329.095](#)  
[ORS 329.125](#)  
[ORS 329.704](#)

[ORS 342.135\(2\)\(a\)](#)  
[ORS 342.138\(3\)](#)

[OAR 581-024-0245](#)  
[OAR 584-090-0100 to-0120](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).  
Eugene Educ. Ass'n v. Eugene Sch. District 4J, Case No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).