

CONFERENCE ATTENDANCE POLICY

Board Approved: 10.17.13

Board Amended: 9.22.16, 12.23.21

Policy Number: 452

PURPOSE

The purpose of this policy is two-fold: (1) to ensure that professional conferences attended by employees align with the mission and vision of the school and (2) to protect the financial investment of the school (for costs in excess of the annual individual professional development allowance established by administration).

PROCEDURE

Spectrum will pay for academic and/or professional conferences if:

- The employee has a current at-will letter with Spectrum. Note: If the conference takes place in the summer, an employment letter should be in place for the upcoming school year.
- The employee has obtained formal permission from their supervisor and the Executive Director to attend the conference, and has fully completed and signed the *Conference Attendance Request/Agreement*. (Completed and signed agreement to remain on file in the employee's personnel record.)

EXPECTATIONS FOR ATTENDING THE CONFERENCE

By agreeing to attend a conference at the expense of Spectrum, the employee agrees to the following:

- (1) Attend the conference sessions in full
- (2) Not cancel at the last minute (unless the situation meets the Cancellation of Agreement Criteria listed below),
- (3) Be an active participant in the proceedings.
- (4) Represent Spectrum and set an excellent example at the conference, including following all laws, rules, and instructions.
- (5) Maintain employment with Spectrum for a minimum of 6 months following the end of the conference.
- (6) Seek reimbursement for only those expenses associated with attendance at said conference. Spectrum will only reimburse on itemized receipts and it is the sole responsibility of the conference attendee to secure the itemized receipts. A daily maximum rate per meals (that are not included as part of the conference) will be established and no alcohol is eligible for reimbursement.

Failure to comply with this agreement will lead to consequences as deemed appropriate by Spectrum. Such consequences may range from requiring additional follow-up work to charging the employee personally for all costs incurred by Spectrum on the employee's behalf in association with the conference. The reimbursement of said costs to Spectrum will be by garnishment of the employee's paycheck(s) immediately following the conference (or termination of employment) until all expenses have been recovered. As with all employees of Spectrum, employment is at-will. The signing of this compliance document does not constitute a contract of employment and should not be viewed as such.

CANCELLATION OF AGREEMENT WILL BE GRANTED IF:

- Spectrum, at the discretion of Administration, cancels the at-will letter between the employee and the school prior to the conference.
- The employee, or immediate family member, is rendered ill such that it precludes them from attendance. (Proof of illness documentation is required.)
- There is a death of an immediate family member.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.



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FORM: CONFERENCE ATTENDANCE REQUEST/AGREEMENT

Employee's Name: _____

Conference Name: _____

Date(s): _____

Location: _____

Mission/Vision of Spectrum Middle School and Spectrum High School (Spectrum)

Spectrum will consider approval of attendance, and payment of expenses, for conferences that meet the mission/vision of the organization and fall within the school's budget. In your words, how will your attendance at this conference help you to fulfill the mission/vision of the school? Please attached any brochure and helpful information regarding the conference details.

How does attendance at this conference align with your professional development plan?

By my signature below, I warrant that I am an eligible employee of Spectrum for this agreement. If attendance for the requested conference is granted, I agree to comply with the conditions and requirements in this agreement and promptly agree to any follow-up work after the conference, if requested.

Please read, initial each statement, and sign below:

- ____ I agree to attend the conference as scheduled and not to cancel unless one or more of the "Cancellation of Agreement" conditions apply.
- ____ I agree to reimburse the school in full for all conference related expenses if I cease my employment with the school before 6 months after the last day of the conference. *Note: This agreement is not a contract of employment and should not be viewed as such.*
- ____ I agree that only itemized receipts may be submitted for reimbursement and that it is my sole responsibility to secure the itemized receipts.

Employee Signature

Date

Supervisor's Signature

Date

Executive Director Signature/Authorization to Attend

Date

OFFICE USE ONLY:

Copy to Employee

Copy to Employee Personnel File