

<b>Area:</b>	Human Resources
<b>Subject:</b>	HR16 - Education and Training Opportunities/Attending Conferences
<b>Reference:</b>	1304.52 (d)(1), 45 CFR 1304.52 (d)
<b>Policy:</b>	SCOE will provide training and education for Staff or Consultants to meet the qualifications for classroom teachers as specified in the Head Start Act.

**Procedure:**

1. The Child Development Supervisor will plan and coordinate conferences for employees to ensure that they receive continuous education and training, family support and child development services as part of a comprehensive child development program as defined in the Head Start curriculum in all program options and settings.
2. Child Development Supervisor will receive the conference brochure which shall include the following:
  - Conference title
  - Conference location
  - Timeline of conference
  - Special activities
3. Executive Director and the Director II's determine the source of funding and the medium of travel to be used. They will determine which position(s) will have the option to voluntarily participate and will determine how attendees will be chosen. They will recommend names of staff that will attend the conference, present, and participate in special activities.
4. The employee's Supervisor will inform staff of who will be attending the conference
5. Supervisor will provide recommended conference attendees with the deadline for submitting their Travel Authorization and Conference Registration forms.
6. Supervisor will provide recommended conference attendees who belong to the Union with the Voluntary Attendance Memo. They must sign, attach and submit it with the Travel Authorization and Conference Registration forms.
7. Supervisors must approve extenuating traveling circumstances.
8. Conference attendees who have been approved to use personal cars can claim mileage on their Travel Authorization and Reimbursement forms.
9. Director II's must sign conference attendee's Travel Authorization forms.
10. Executive Director must approve the Travel Authorizations if conference is held out of California.
11. Accounting Technician III codes the Travel Authorization forms and submits to the Business Office
12. Supervisor verifies the Business Office will pay on time for said approved conference registration fees.
13. Supervisor will make travel arrangements for conference attendees.
14. Supervisor will reserve the vans, which are parked in the parking garage at the H Street office and/or Celeste office for the vans that are parked at Graphics.
15. Receptionists at both H Street and Celeste offices are the contact persons for the van-clipboards and keys.

16. Supervisor will inform staff of their conference attendance approval and their travel arrangements.
17. Supervisor will plan a pre-conference meeting in which the following shall be covered:
  - Expectations of attendance
  - Strategize the conference sessions
  - Provide final details of the conference
18. Child Development Supervisor will ensure conference attendees receive their Registration Confirmation Letter.
19. Conference attendees must submit their Travel Reimbursement forms to their Supervisor upon return for processing. Accounting Technician III codes and submits the Travel Reimbursement forms to the Business Office.
20. Conference attendees receive their Travel Reimbursement checks via mail.

**Supervised by:** Executive Director, Director II

**Performed by:** Supervisors, Administrative Support Staff, Accounting Technician III

**Forms needed:** Travel Authorization, Travel Reimbursement and Voluntary Request Memo (For staff who belong to the Union)

**Frequency:** Ongoing