

SERVICE STAFF DEVELOPMENT ADMINISTRATIVE REGULATIONS

- 1.0** All employees are required to receive 18 hours of CE each year.
- 2.0** The purpose of CE is to improve the employee's knowledge as it relates to his/her job.
- 3.0** Service Personnel **must** receive their 18 hours on the three designated CE days in the school calendar (August 12, August 13, & February 14).
- 4.0** Those are the **only** days on which they can receive their CE credit.
- 5.0** If a service personnel employee cannot attend CE on those three days due to some type of catastrophic occurrence, they will be responsible to complete the following:
 - 5.1** Notify their supervisor as far in advance as possible that they are unable to attend and enter their absence in Aesop as appropriate (sick or personal day)
 - 5.2** Find appropriate replacement CE that they will take on their own time (not during contracted work days/hours)
 - 5.3** Write a request prior to taking the replacement CE that must be submitted to their direct supervisor, the superintendent, and the superintendent's CE designee for their approval
 - 5.4** Submit documentation/verification to their direct supervisor, the superintendent, and the superintendent's CE designee after completion of the required CE hours
- 6.0** All service personnel are required to submit a record of their eighteen hours of CE annually on the provided form.
- 7.0** The form should be submitted only once the employee has completed all eighteen hours.
- 8.0** The employee and his/her supervisor must sign the form prior to its submission to the CE Council.
- 9.0** The form must be submitted prior to March 3, 2014 to the superintendent's CE designee.
- 10.0** Employees are expected to retain a copy for their records.