

PITTSFIELD SCHOOL DISTRICT

Process Name: Talent Management				Sub-Process Name: Professional Learning Leave / Financial Request			
Sub-Process Source: GTGT - Talent Management Team							
Version #: 3			Date: September 2, 2014				
Process Drivers (check): () 1. Values/Vision/Mission/GPs () 2. District Goals () 3. Logic Model/SCL Workplan () 4. NEASC Standards (X) 5. Other: Talent Management							
Process Driver Comments:							
Process Links: Form – Professional Learning Leave / Financial Request – PL 001							
Comments	Process Steps	Process Steps	Process Steps	Process Steps	Process Steps	Comments	
			1. Employee completes PD Leave Request form			<ul style="list-style-type: none"> • Form can be found on district website Ensure there is adequate time for the process to be completed before the date of the event • Monitor the approval / registration process to be sure details are attended to in a timely fashion • Ensure that all funds required are requested, including fees and reimbursement for meals, travel, etc. 	

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<ul style="list-style-type: none"> • Teacher → Immediate Supervisor • Paraeducator → Supervising Administrator • Support Staff → Immediate Supervisor 			<p>2. Employee sends PD request to his/her supervisor and the Sub Coordinator</p>		<ul style="list-style-type: none"> • Provide supervisor with materials that support the request, either by email or in mailbox • Be cognizant of how much of contractual allotment has been used and/or talk to supervisor about the possibility of other funding options
<p>If a timely response is not provided by the Immediate Supervisor / Supervising Administrator a conservation may be considered</p>	<p>Employee provides additional information to supervisor and resubmits PD request</p>	<p>NO</p>	<p>3. Immediate Supervisor / Supervising Administrator considers request according to relevant factors; Approve?</p>		<p>Relevant factors could include:</p> <ul style="list-style-type: none"> • Relevancy of request relative to district and individual goals • Availability of substitutes • Proportion of funds allocated to employee to amount already utilized while ensuring contract obligations are upheld • Consideration of funds available for reimbursement of travel expenses
			<p>YES</p>		

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			4. Immediate Supervisor / Supervising Administrator submits PD request to Financial Manager (36 hours from time of receipt)			<ul style="list-style-type: none"> Using email will expedite the process
	Financial Manager returns PD request to Supervising Administrator	NO	5. Financial Manager considers request according to relative factors Approve? (36 hours from time of receipt)			Relative factors could include: <ul style="list-style-type: none"> Contractual agreement Available funds
			YES			
			6. Financial Manager returns PD request to employee and Substitute Coordinator			<ul style="list-style-type: none"> In the case when a substitute is not requested, the Financial Manager will not send copy to Substitute Coordinator
PES Regular Ed: Secretary PMHS Regular Ed: Administrative Assistant PES/PMHS Special Ed: Secretary	Employee registers and confirms absence with Substitute Coordinator	NO	7. Employee decides to register self or send PD request to Administrative Assistant for registration; Send?			<ul style="list-style-type: none"> If employee registers themselves, s/he submits paperwork for reimbursement to administrative assistant
			YES			

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			8. Employee submits PD request to Secretary/ Administrative Assistant and confirms absence with Substitute Coordinator			
			9. Secretary / Administrative Assistant registers employee and notifies employee when registration complete (36 hours from time of receipt)			<ul style="list-style-type: none"> Using email will expedite the process
			10. Employee attends event			Employee is advised to monitor approval process relative to the timing of the event.