Omaha Public Schools
Human Resources
Memorandum

To: Assistant Superintendents
   Executive Directors
   Directors
   Principals

From: Janice Garnett, Human Resources

Date: August 4, 2014

CC: Mr. Mark Evans, Superintendent

It is the practice of the Omaha Public School District to encourage continuous professional development among faculty, staff, managers and Board members. Attendance at professional conferences and staff in-services are viewed as effective ways to remain current in one’s area of responsibility. Although District employees may attend professional development activities for a variety of reasons beneficial to the District, those opportunities which address the improvement of teaching/learning skills or which result in the direct improvement of services to students, are considered to be of the highest priority.

Effective August 1, 2014, site-based approval for requests for attendance at professional conferences, staff in-services and meetings will replace the pre-approval process through Human Resources. Guidelines are indicated below.

1. **Application**
   An Application For Attendance at Professional Conference/Activities form must be submitted to the building principal or department head for approval 30 days prior to participation in the professional development activity.

   *All conference attendance requests completed by building principals must be submitted to the Superintendent for approval 30 days prior to participation in the professional development activity.*

   (Less than 30 days may result in inability to process due to sub coverage, increased airfare and registration costs, etc.)

Requests should be filtered and prioritized with consideration of the following factors:

1. Staff absences must be minimized during instructional time. Only essential activities should be authorized.
2. Applications should be submitted in a timely manner. Last minute requests may result in higher registration and travel costs and difficulty securing substitute teachers.
3. Limiting substitute teacher use to 1-2 substitutes per building per event will decrease the possibility of having uncovered classrooms.

**Requests to use grant funding must be approved by the grant administrator. Contact the grant administrator for specific processes.**
2. **Conference Registration**
Schools principals or department heads must submit the signed professional leave form to the Accounts Payable Office to register for the conference. **It is the attendee’s responsibility to see that arrangements are made according to District procedures.**
The following paperwork is necessary to process a conference registration:
   a. Completed Payment Request - Conference Registration form (from Accounting & Finance website).
   b. Completed Registration Form (original copy).
   c. Application for Attendance at Professional Conference form(s) for each attendee completed with all necessary information and signatures (green copy preferred).

3. **Airline Travel**
Airline travel may only be booked through Human Resources. It is the attendee’s responsibility to see that arrangements are made according to District procedures. Travel arrangements will not be extended beyond the day before and/or the day following the conference if necessary. Travelers may only depart from Omaha and return to Omaha, unless travel to another city is required for OPS business. District practice is to accommodate traveler’s at the most cost effective rate. **If you choose to book airfare using your personal credit card or payment source, you will not be reimbursed.** The following paperwork is necessary to process a travel request:
   a. Copy of the Application for Attendance at Professional Conference form for each attendee with all necessary information, signatures, and travel budget coding.
   b. Request for Airline Travel Arrangements form (available through Human Resources).

   Your chosen flights aren’t guaranteed until you’ve received the confirmation forwarded from AAA. **Please do not make any arrangements based on your chosen flights until you’ve received the confirmed itinerary from AAA.** Flights can only be booked or held for travelers who have been approved by OPS. If you’re flying with a friend or family member, please call AAA at 402-390-1060 to book additional travelers on your flight. OPS cannot guarantee fares or seat availability for family members.

4. **Reimbursement**
Reimbursement for approved conference costs will be made for District employees only. The following paperwork is necessary to process a Request for Reimbursement. Forward the documentation to Accounts Payable in the TAC building.
   a. Completed Request for Reimbursement form (from Accounting & Finance website).
   b. Original itemized receipts.

Additional information related to travel and reimbursements can be found at the Omaha Public School District website:


Strict adherence to these guidelines will be required in order for conference attendance checks to be processed through accounts payable and travel arrangements to be made through Human Resources. Failure to adhere to the process through personally initiating registration and/or booking travel arrangements with a credit card will result in the loss of reimbursement for travel, registration, lodging and meals.