

Policy Summary:

The School Conference Policy grants City of Waco employees with school-aged children time off each semester to meet with teachers or school officials in order to discuss their children’s progress in school. The primary purpose of this policy is to allow employees the opportunity to become more involved in their children’s progress at school. It is also geared toward encouraging parental involvement in public and private school education for employees with school-aged children.

I. DEFINITIONS

- A. Semester – Half-year period of instruction (typically divided into spring and fall increments and lasting approximately four to five months in duration); two per year.
- B. School-Aged Children – children enrolled in a recognized public or private school (kindergarten through twelfth grade level).
- C. Multiple Teachers – children with more than one school teacher during a given semester (i.e. a junior high school student with History, English, Physical Education and Math teachers.)
- D. School Employees – school officials such as superintendents, principals, teachers, counselors or other representatives of the school.
- E. Visit – total time required for parent/teacher meeting including travel to and from the school site.

II. POLICY

- A. Eligibility
 - 1. Policy BEN-7 applies to City employees with school-aged children as defined in Section I Paragraph B.
 - 2. It is to apply to employees who are parents, legal guardians or individuals who are solely responsible for raising the school-aged child(ren) (i.e. grandparent, aunt, uncle, etc.)
 - 3. Qualifying employees are entitled to one visit per child per semester in accordance with Policy BEN-7
- B. School Conference Time Allotment

1. Employees meeting the eligibility requirement outlined in Section II Paragraph A are entitled to one and one-half hour with pay per child per semester.
2. The one and one-half hour per semester time frame includes the actual visit as well as travel time to and from the school site.
3. Employees requiring more than one and one-half hour per visit must obtain approval from the immediate supervisor to use accrued vacation and/or compensatory time to cover any additional time required for the conference.
4. Employees without accrued vacation or compensatory time will not be paid for any additional time required by the conference in excess of one and one-half hours.

C. Supervisory Approval

1. Employees eligible to participate in Policy BEN-7 must receive prior approval from their immediate supervisor to attend a given conference.
2. Supervisors will reschedule work assignments whenever possible in order to provide continued optimal levels of customer services.
3. Prior approval and rescheduling of work assignments is particularly critical in departments which provide emergency-related services (Police and Fire Departments) or with key job classes requiring designated staffing levels to maintain necessary services.

D. Evidence of Attendance

1. Employees returning to work from attending a school conference must provide written evidence to their supervisor documenting attendance at the conference.
2. Employees attending more than once conference within the time allotment (i.e. conferences with multiple teachers/employees) must furnish written evidence documenting attending each conference.
3. Local schools participating in this program have made arrangements to provide written proof of attendance.

CITY OF WACO

SCHOOL CONFERENCE POLICY

Policies and Procedures

BEN-7

Page 3 of 3

Revised 03/01/95

4. If a school does not provide written proof of attendance, the employee may use form BEN-7.F01 which is available in Personnel Services.
5. Supervisors should return the completed proof of attendance or form BEN-7.F01 to Personnel Services where it will be kept in the employee's personnel folder.

Approved: JNH:

