

PERSONNEL
LODGING

Provision of Single Rooms

Association Conferences, Workshops, Seminars

When staying overnight, the Executive Director and the head of the department responsible for the conduct of a program, or his/her designee, shall be entitled to a single room. That department may also be assigned an additional single room based on extraordinary program responsibilities. The request and justification shall be submitted in writing to the Director, Finance. All other staff members requiring overnight accommodations shall be assigned a double room. When a single room results from odd number of staff, the single room shall be provided to the highest ranking staff member having the most seniority and not authorized a single room with no cost to that staff member. Staff members may request single room accommodations and, if such accommodations are available, the staff member will pay the cost for that room. When possible, roommate preference will be accommodated. Staff members will not be doubled with other than staff members, except under special circumstances. The Finance Department shall advise staff of the cutoff date for all requests regarding rooming arrangements.

When overnight accommodations are arranged for staff, guests, or speakers, they shall be at the same location as the meeting, program, or event.

If sufficient rooms are not available at the event facility, the department responsible for the event shall determine which additional facility will be used.

Approval to stay elsewhere may be granted only by the Executive Director or staff member in charge of the event.

Annual Workshop

When staying overnight, the following shall be entitled to single rooms: the Executive Director, Department Directors, and professional staff who have significant responsibilities as determined by the Director of Finance. All other staff members requiring overnight accommodations shall be assigned double rooms. When a single room results from odd number of staff, the single room shall be provided to the highest ranking staff member having the most seniority and not authorized a single room, with no cost to that staff member.

Staff request for single rooms at Workshop, if such accommodation is available, will result in the staff member paying the difference in cost to the Association for that room. All single room requests should be made through the Finance Department. Consideration will be given to placing staff in hotels with lower rates, depending on how many requests are received. However, NJSBA cannot accommodate specific hotel requests. The Finance Department shall advise staff of the cutoff date for all requests regarding rooming arrangements.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

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Provision of Single Rooms (continued)

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