

Procedure for Support Staff Employee Professional Development Requests

I. Program Overview

1. **Funding:** Support staff may apply for funding in order to participate in courses, workshops, or trainings related to his/her position and are in direct support of district goals.
2. **Qualifying Activities:** The employee is encouraged to speak to his/her supervisor/principal to determine if the learning activity is consistent with district goals or relevant to his/her position.
3. **Request for Funding:** Subject to the approval of the Superintendent/designee and funding availability, the employee may request to access funds according to the following schedule.

Request Date	Activity Period	Funding
May 1 to December 31	July 1 to December 31	75% of available funds
November 1 to June 30	January 1 to June 30	25% of available funds

II. Process

1. The staff member must complete a Professional Development Request form and submit it to his/her supervisor for approval. Request are expected to be made at least 14 days in advance of the learning activity, as later requests may result in late registration or fee payment. Requests will be processed on a first come, first served basis and will always be contingent upon available funding.
2. The principal/supervisor will review and determine eligibility based on relevance to the District goals and/or the employee's job responsibilities. A Professional Development Request form must be accompanied by specific information on the course, workshop, or training. If additional information is needed, it will be returned to the employee to complete or provide requested documentation.
3. If the request is approved by the principal and supervisor, the Professional Development Request form will be forwarded to the Director of Learning in the Central Office. If the request is not approved, the principal/supervisor will return the Professional Development Request form to the employee with a reason for the denial.
4. The Director of Learning or designee will review the request to verify funding availability, relevance of learning activity. If the request is approved, the employee will be notified by email. If the request is questioned, incomplete, or denied, the Director of Learning or designee will communicate with the Principal/supervisor to seek additional information or convey the denial of benefit.
5. The Director of Learning or designee will submit a pre-payment and/or registration as requested on the Professional Development Request form. A record of the approved request will be kept on file with the Central Office and an email to the employee will be sent advising of pre-payment.
6. After approval, the staff member is responsible for registering for the learning activity as well as for making arrangements for any leave of absence from work and travel, if applicable. Registration prior to approval of the benefit and any associate costs may be the responsibility of the employee, especially in the event the benefit is denied.
7. After attending the learning activity, the staff member is required to submit proof of completion within 60 days. Such proof may include, but is not limited to: a certification of attendance or transcripts. In the absence of documentation, the Central Office reserves the right to deduct the cost of the learning activity from the employee's wages.
8. Separate travel reimbursement forms and processes may apply.

III Reimbursement to the District: An employee will be required to reimburse the District for the cost of any course or activity purchased on his/her behalf if one or more of the following occur: **a.** if a course/activity evaluation shows that the employee did not receive the equivalent of a "pass." **b.** The employee does not continue employment with the District, in a capacity that is enriched by course or activity, for one full school year from the date of the employee's completion of the course or activity. **c.** The employee fails to show proof of attendance at the learning activity. If an unusual circumstance occurs, the employee may make a written request to the Superintendent to waive a reimbursement provision. The decision shall be entirely within the Superintendent's discretion and such decision is not grievable.

IV. Agreement: In order to facilitate any such reimbursement, the employee must sign an "Agreement to Reimburse the District" before the District will pay for any course or activity. The agreement shall provide that the District may deduct the cost of the course and/or activity from the employee's wage(s) if the employee fails to meet expectations, as outlined. Where possible, the District will work with the employee to establish a payment plan over a reasonable period of time. However, if the employee is leaving the District, all amounts owed may be deducted from the employee's remaining wages(s).

