



# HSD Professional Growth Form

## Teamsters 3 - Instructional & Admin Support

As described in Appendix A in the contract between Highline Public Schools & Teamsters 3 Local Union No. 763, members of the local can be reimbursed for professional growth expenses to improve their skill sets for up to a maximum of \$1,000.00 per employee or \$2,500.00 per school year for those employees enrolled in an accredited college, university or vocational trade school and who is studying to be a teacher or position which shall advance his/her career within the district, subject to a district limit of \$80,000. See Appendix A for additional limits.

Submit to Human Resources, [Human.Resources@highlineschools.org](mailto:Human.Resources@highlineschools.org), for Committee approval

EMPLOYEE INFORMATION	
Employee Name:	
Address:	
Name of Supervisor:	
Work Phone Number:	Employee ID Number:

CLASS INFORMATION			
Course or Workshop Title /No.			
Location of Course/ Workshop		Dates of Class	
		to	
Cost of Class		Materials	
Tuition			
Registration			
Supplies		Itemized (from Page 2)	
<b>Total:</b>			\$0.00

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.	
<i>Applicant's Signature:</i>	<i>Date:</i>
<i>Supervisor's Signature:</i>	<i>Date:</i>

<i>Committee Signatures:</i> 1. _____ 2. _____ 3. _____ 4. _____	<i>Funds Available:</i> \$ _____ <i>Funds being used:</i> \$ _____ <i>Balance Remaining:</i> \$ _____
<i>PGC Committee Chair's Signature:</i>	
<i>Date:</i>	

<i>Human Resources Signature:</i>	<i>Date:</i>
<i>Budget Number : 9716-14-81-5722</i>	<i>Amount Approved:</i> \$ _____

<b>ITEMIZED EXPENSES WORKSHEET</b>	
<b>Materials/Supplies (Must be Itemized)</b>	<b>Actual Amount</b>
<i>Total Amount of Materials:</i>	
<i>Less Advance:</i>	
<i>Total Reimbursable Amount*:</i>	

*\* Enter Total Reimbursable Amount in "Itemized" on Page 1*

**★★★ RECEIPTS REQUIRED ★★★**

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.	
<i>Applicant's Signature:</i>	<i>Date:</i>

*Reimburse Employee. Mail check to:* \_\_\_\_\_

*Pay directly to Vendor:* \_\_\_\_\_

*Vendor Address:* \_\_\_\_\_

**Guidelines for Highline School District/Teamsters Local 763  
Professional Growth Program  
as amended 9/24/18**

- One of the three Union appointed members shall be a Teamsters 763 Employee
- Have a Recording Secretary
- Recording Secretary keeps track of PGP Request, Name, Type of Program, Dollar Amount, Approved or Dis-approved & why
- Accounting of Money in Fund
- Approval of Funds
  - Reimburse to employee for class and/or material with receipt turned into PGP Committee, Copies kept for record with Recording Secretary's log
  - Check made out to the supplying entity for class, training, material, etc
  - Employee must have taken class/course/training while a employee of the bargaining unit and past probationary period.
  - PGP Committee will account for the money at the time of the approval of the funds
- Does not reimburse for lost wages during non-school hours
  - Program is voluntary
  - Voluntary not required to be paid by employer per Labor and Industries Administrative Policy E.S.C2 paragraph 3.1
- Does not pay for the following:
  - Hotels,
  - Travel expenses,
  - Meals,
  - Conferences or events sent to by HSD or Department, (amended 9/24/18)
- Teamster 763 Employee member of the committee shall call and verify with Local 763 at the start of each meeting the "good Standing" of the requesting party.
- The PGP Committee shall notify the requesting party of his/her approval/disapproval via the information on the request form.
- Begin with the dollar amount available today June 26, 2015
- The unused amount left over from the previous year shall be rolled over to the next school year to count towards the year's total amount of money.
  - *i.e. 2015-2016 school year begins with \$40,000 available to the fund. \$12,000 is not used. The 2016-2017 Professional Growth Fund shall have a total of \$52,000 available for the school year.*
  - *In the event of a double levy loss, the fund reverts back to the original balance of \$40,000.*
- The School year is from September 1 through August 31, of the following calendar year.
- All PGP bills which have been reimbursed shall not be accepted for consideration a second time. (amended 6/18/18)
- All submitted reimbursements which did not get considered due to all funds be expended shall be rolled over to the next fiscal year's consideration in September of the following school year. (amended 6/18/18)
- *When the PGP Rules get amended, we shall post the date of the change on PGP rule page. 6/18/18*