

**PSE/SVSD Professional Growth Opportunity
Training Opportunities Record Sheet**

Name _____ Date _____
 Job Title _____ School/Dept _____
 Email _____

Class	Date	Hours or Tuition	Location	Instructor Name (print)	Instructor Signature

Payment of approved Professional Growth Opportunity reimbursements will be processed as they are received. All requests must be received no later than August 1 to be included in the current year disbursements.

Appropriate documentation to include with this form would be as follows:

- **Class/Workshop:** A copy of your receipt of payment as well as the instructor’s signature.
- **Online Class:** A copy of the certificate of completion.
- **Tuition:** A copy of your paid tuition statement as well as a listing of classes taken.
- **Conference:** A copy of your receipt of payment and a program schedule.

Employee Signature _____

Submit form to Human Resources

-----For Office Use Only-----

PSE Received _____ PSE Approval _____

SVSD Received _____ SVSD Approval _____

ARTICLE XV
PROFESSIONAL DEVELOPMENT

Section 15.1. Professional Growth Fund/Professional Growth Committee.

The District will allocate ten thousand dollars (\$10,000) for each year of the agreement for a Professional Growth Fund. Distribution of Professional Growth Funds shall be managed by the Classified Professional Growth Committee in accordance with the following provisions:

1. Employees may submit requests at any time during the school year to the committee for approval. The committee will approve requests on a first come, first serve basis until the annual amount is expended. Provided, that no employee may be granted more than two hundred dollars (\$200) until after April 1 of the school year.
2. Requests are limited to the following items:
 - a. Payment for registration or tuition for workshops or classes to improve skills related to the position the employee currently holds.
 - b. Payment toward the tuition of any employee enrolled in a program working toward earning a two or four year college degree.
 - c. Payment of seat time by an employee attending a workshop or class at the "Professional Growth Rate" of fifteen dollars (\$15.00) per hour or the State minimum wage, whichever is higher, provided the total compensation falls within the two hundred dollar (\$200) per employee limit.
3. After April 1, any remaining funds will be distributed to any employee who makes a qualifying request, whether or not they have previously received funds.
4. Any funds unspent by August 15 will be retained by the District to fund other professional development courses for bargaining unit employees.
5. Except for First Aid classes as provided in Section 15.1.1, any other class, certification, or license needed as a condition of employment is the sole responsibility of the employee to obtain and maintain.

The Classified Professional Development Committee will consist of one (1) District administrator, one (1) building administrator, and three (3) PSE (Union) members selected by the Union. The committee will meet at least one (1) time per year and any subsequent business may be acted upon via email.

Section 15.1.1.

Attendance at District required classes or workshops outside the work day will be compensated at the employee's regular hourly rate of pay. However, these classes and seat time will not be funded from the Professional Growth Fund. If employees voluntarily attend District sponsored classes not required of the employee, they may submit costs to the Professional Growth Fund in Section 15.1.

The District shall offer First Aid classes for classified employees two (2) times per year, with priority registration to employees who are required to maintain a First Aid card. If the class is outside the employee's day, they will receive payment for seat time at the Professional Growth Rate. If an employee who is required to maintain a current First Aid card does not take advantage of one of the District's classes, they must maintain their First Aid card at their own expense and on their own time.