

## ARTICLE 17 - PROFESSIONAL DEVELOPMENT

The District shall set aside a minimum of ten thousand dollars (\$10,000) to encourage self-improvement of classified employees. The funds may be used for workshops, seminars, conferences, classes and/or tests.

The monies shall be distributed on a first come, first serve basis.

1. In accordance with District designated procedures, all members shall be eligible to receive reimbursement for workshops, seminars, conferences, classes and/or tests with passing results.
2. These requests will be reviewed and acted upon in accordance with District-designated procedures by a committee of Association members appointed by the Association. The Association shall keep the District informed at all times of the current Chairperson of the committee. For approved college classes, the District will reimburse up to the current Portland State University graduate rate per quarter hour, not to exceed five hundred dollars (\$500) per term. Not to exceed two terms (\$1000).
3. The District shall pay the full cost for those workshops seminars, conferences, tests, professional development opportunities, or classes in which the member is required to participate.
4. For any and all reimbursement, the member must provide proof of payment of tuition and/or assessment cost and proof of successful completion. Members who take classes during the summer shall not be eligible for reimbursement until after classes/seminars/trainings have commenced for the following school year. Proof of payment and proof of successful completion for summer courses must be submitted to Human Resources Office no later than October 31.
5. The District's maximum expenditure for tuition reimbursement shall be limited to ten thousand (\$10,000) in any one contract year. The District and Association shall collaborate on procedures and rules governing the disbursement of funds under this section.
6. All leave requests, as a result of attending above activities, shall follow District approved leave process.

