



OSEA STAFF DEVELOPMENT FUND GUIDELINES



Medford School District Classified Employees

A. Purpose

Pursuant to Article 7.10 of the Collective Bargaining Agreement, a Staff Development Fund shall be maintained to support professional growth opportunities for classified employees.

The purpose of the fund is to:

- Enhance employee knowledge, skills, and job performance.
- Support professional growth and career development.
- Encourage participation in job-related training and educational opportunities.
- Improve services to students, staff, schools, and District operations.
- Promote equitable access to professional development opportunities across all classifications.

District-required training funded through other District resources is not eligible for Staff Development Fund assistance.

The Labor Management Team (LMT) shall administer and allocate Staff Development Fund resources.

B. Annual Funding Limits

- The maximum annual funding available to an individual employee shall be **\$1,000 per fiscal year**.
 - Employees may submit multiple requests within the fiscal year, subject to available funding.
 - Approval of one request does not guarantee approval of future requests.
 - All awards are contingent upon available funding.
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C. Eligible Professional Development Activities

Funding may be approved for activities that improve employee effectiveness, develop job-related skills, and support District needs.

1. Certifications and Licensure

- Certification fees.

- Licensure fees.
- Required examinations or testing fees.
- Job-related endorsements and credentials.

2. Professional Memberships

Membership dues for professional organizations that provide:

- Professional development opportunities.
- Continuing education.
- Professional resources and industry best practices.
- Job-related training and networking opportunities.

3. Conferences, Workshops, and Trainings

Registration fees for conferences, seminars, workshops, webinars, and training programs related to the employee's current assignment or professional responsibilities.

4. Coursework

- Job-related college, university, or continuing education coursework.
- Coursework designed to enhance skills used in the employee's current position.
- General education coursework may be considered on a case-by-case basis.

5. Group Professional Development

- Department, worksite, classification, or District-wide training opportunities.
- Shared learning opportunities that benefit multiple employees.

6. Substitute Employee Costs

- Costs associated with hiring or assigning a substitute employee to perform the applicant's regular duties while the applicant participates in an approved professional development activity during scheduled work hours.
 - Requests for substitute employee costs must be included in the application and approved in advance by the Labor Management Team.
 - Substitute employee costs may be paid directly by the District or funded through the Staff Development Fund.
 - Substitute employee costs shall count toward the employee's annual funding limit unless otherwise approved by the Labor Management Team.
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D. Non-Eligible Expenses

The following expenses are not eligible for reimbursement or payment through the Staff Development Fund:

- Travel expenses.
 - Mileage reimbursement.
 - Lodging expenses.
 - Meals and meal per diem.
 - Personal equipment purchases.
 - Salary replacement or overtime costs, except approved substitute employee costs authorized under Section C.6.
 - District-required training funded through other District resources.
 - Expenses unrelated to the employee's current position or professional responsibilities.
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E. Application Requirements

Employees seeking funding shall complete the **OSEA Staff Development Fund Application** and submit all required supporting documentation.

Supporting documentation may include:

- Registration information.
- Course descriptions or training information.
- Invoices, quotes, or cost estimates.
- Proof of payment (for reimbursement requests).
- Proof of completion, if applicable.
- Any additional documentation requested by the Labor Management Team.

Incomplete applications may be returned for additional information.

F. Review and Approval Process

The Labor Management Team will review requests based upon:

- Relevance to the employee's current position.
- Benefit to students, staff, schools, departments, or District operations.
- Cost effectiveness.
- Equitable access to professional development opportunities.
- Availability of Staff Development Fund resources.

The Labor Management Team reserves the right to:

- Approve requests in full.
- Approve requests with modifications.
- Deny requests.
- Limit funding amounts.

LMT decisions are final and subject to available funding.

G. Funding Distribution

Approved funding may be provided through:

- Reimbursement to the employee following submission of required documentation.
- Direct payment to an educational institution, training provider, certification entity, professional organization, or vendor.
- Direct payment or reimbursement of approved substitute employee costs.

All reimbursements require appropriate documentation before payment is issued.

H. Administration

The Labor Management Team shall maintain records of all requests and expenditures and ensure consistent application of these guidelines.

Questions regarding the Staff Development Fund, eligibility requirements, or application procedures should be directed to the **OSEA Chapter President** or the **Assistant Director of Human Resources**.

Effective Date

These guidelines shall become effective upon approval by the Labor Management Team and shall remain in effect until revised by mutual agreement of OSEA and the District.

Review Date: _____ **Adopted Date:** _____
OSEA Chapter President: _____ **Date:** _____
MSD Representative: _____ **Date:** _____

This document supersedes all prior Staff Development Fund guidelines and reimbursement procedures upon adoption.