

PROFESSIONAL DEVELOPMENT FUND

GENERAL INFORMATION LICENSED EMPLOYEES

South Coast ESD maintains a Professional Development Fund for Licensed employees.

PROCEDURES

Applicants can request and be reimbursed on a first come first serve basis, as long as money is available and they have not exceeded the collective bargaining allotted amount.

STEP 1. Applicant must complete a PDF request form before April 1 for each individual course or workshop they are taking. (Forms are available online or in the Business Office) Pre-Approval is required from both Association President and the Superintendent.

STEP 2. The applicant will attach a copy of the course/workshop announcement/literature that indicates what educational facility or agency is offering the course/workshop and what the tuition/fee estimate will be. Reimbursement is for credit hours or cost of workshop registration only. Textbooks and other fees may not be included.

STEP 3.

- Applicant will send the completed form (with coursework literature) to the employee's association president for PRE-approval.
- It will then be forwarded to the Superintendent for PRE-approval. (If necessary, the Superintendent will consult with the association officer to review requests.)
- For workshops that require time off of work or other costs from the program to attend and signed permission to travel must be submitted with the request for reimbursement.
- Once the request has been vetted by both the Union and Superintendent, **it will then go on to the Fiscal Office, where you will receive an emailed copy of your request.**

Requests for reimbursement will be considered for classes/workshops that begin in the current fiscal year. (See disclosure note for exceptions).

STEP 4. Approved requests will require the applicant to submit a grade slip, unofficial transcript, or certificate of participation, along with proof of payment of course fees to the Fiscal Office as soon as possible after completion of the course/workshop. **It is the responsibility of the applicant to acquire necessary verification, as well as to provide Grades/Transcripts to the Superintendent's office for placement in applicant's personnel file for advancement on the salary schedule. See Collective Bargaining Agreement for Dates.**

NOTE: Once all paperwork has been received the Business Office will issue a reimbursement check to the employee. The first reimbursement checks of the year will not be cut until after October 1 for new employees. All checks will be issued by July 31⁸¹ for the current year.

NOTE: Exception 1: A late request for reimbursement will be considered as the first request for the next fiscal year, provided it has not been previously denied.

Exception 2: A class/workshop that begins between June 1 and June 30 will be considered as the first request for the next fiscal year.

Exception 3: When a class starts in one fiscal year and ends in another year, it will be paid out of the next fiscal year.