

HUMAN
RESOURCES



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November 27, 2006 -

TO: Administrative Instructional Support Personnel (AISP)
FROM: SEIU/BSD Staff Development Committee
SUBJECT: Allocation and Use of Staff Development / Training Funds

According to the terms of the collective bargaining agreement between the District and SEIU Local 925, a committee composed of District and Union representatives was charged with the implementation of an on-going system for the disbursement of the money allocated for staff development training.

The committee recently met to review the guidelines established thirteen years ago when this money first became available, and to consider the nature of the requests currently being received for use of these funds. The District has committed to providing \$15,000 for each of the following years: 2006-07; 2007-08 and 2008-09. These funds are to be used for staff development training and disbursed on a first-come, first-served basis. Contact Human Resources for Grant Application forms.

The following guidelines for expenditures and procedures for processing requests have been established and will be effective as of December 1, 2006.

1. There will be a limit of \$750.00 per person per year for staff development and membership dues. The committee will reconvene in late spring to review the grant expenditures. If there are funds still available, the committee may establish a reimbursement amount to those participants who submitted an application that exceeded the \$750.00 limit.
2. Released time requiring a substitute for staff development will be limited to those positions working directly in or in support of the classroom, childcare setting or schools with only one secretarial position.
3. Registration for appropriate conferences such as WAEOP, NAEOP, WASBO, NAEYC, etc., will be charged to the grant fund. Other conference qualifying expenses are:
 - a) Employees who are State or National Board members may be reimbursed for one-half of the cost of lodging
 - b) Business-related meals

Hotel, airfare, mileage, tours, social activities and non-business related meals are not reimbursable, except as noted in a) above.

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4. **All applications for use of these funds must be submitted prior to the event or activity. No approval will be made after the fact.** The Grant Application and a District Prior Approval form must be completed and submitted with a copy of the brochure or registration form describing the activity and listing the cost.

If the application and approval forms are not completely filled out, the forms will be returned to the applicant and will be processed when all the completed paperwork has been submitted.

5. All Grant Applications, Prior Approval forms, and claims for reimbursement must be submitted to Human Resources for coding and approval. There will be no reimbursement for travel expenses. All applications will be reviewed to verify that they comply with these guidelines. If there are any questions regarding appropriateness of an application, Human Resources will contact one of the committee members to resolve the question.
6. Participants who have applied for reimbursement to attend a workshop, a conference or for college tuition must submit proof of attendance, or passing grade if taking a college course. Documentation must be submitted to Human Resources within 30 days after the course has been completed. Barring extraordinary circumstances, if an employee fails to comply with this deadline or the above mentioned requirements, the employee will be ineligible for grant dollars for the twelve month period following the last day of the workshop, conference or class.