

ARTICLE 23 - PROFESSIONAL DEVELOPMENT

A professional development program is established to encourage classified employees to complete education/training relating to the employees' current position or possible transition to a different position in the District, which may include possible staff development training and workshops that could be provided to the classified bargaining unit.

- 23.1 The District shall set aside Five Thousand Two Hundred Dollars (\$5,200) each fiscal year for a Professional Development fund for bargaining unit members. Reimbursement shall not exceed \$5,200 in a fiscal year. Pursuant to the procedures and conditions set forth below, employees may apply for up to Six Hundred Dollars (\$600) reimbursement for tuition and/or book(s) per fiscal year.
- 23.2 Application for reimbursement may be made throughout the fiscal year on a first-come, first-served basis, until the amount contained in the fund shall be totally committed. Applications shall be directed to the District's Head of Human Resources or his/her designee and shall contain the following information:
- (1) name of applicant;
 - (2) name of education or training course;
 - (3) a reasonably detailed description of the course content and, if possible, materials describing the course;
 - (4) the institution giving the course;
 - (5) a description of how the education or training relates to the employee's job with the District or other position within the District;
 - (6) the cost of tuition and/or book(s)
- 23.3 Approval of applications for reimbursement shall be determined by the Professional Development Committee. The committee shall consist of two (2) CSEA members, two (2) administrators and chaired by the Head of Human Resources or designee. In the event of a tie the Chairperson shall be the deciding vote. The committee shall schedule meetings on the second Wednesday of every month.
- 23.4 Successful applicants will be notified that monies from the fund will be committed in an amount up to Six Hundred Dollars (\$600.00) for reimbursement for tuition and/or book(s). In order to be reimbursed pursuant to Article 23, the employee must provide satisfactory proof of payment for tuition and/or book(s) and proof of successful completion of the course with a "pass" or grade of "C" or better.
- 23.5 In the event a class or classes is cancelled and the employee's tuition and/or book payment is not refunded or credited, the employee shall be reimbursed up to the amount the employee paid, not to exceed Six Hundred Dollars (\$600), upon the employee furnishing proof that the class was cancelled and that the employee did not receive a full refund or credit.

- 23.6 Monies in the fund that have been committed, but have not been paid because the conditions contained in Paragraph 23.4 were not met, will revert back to the fund as uncommitted.
- 23.7 An employee may apply for more than one reimbursement for tuition and/or books per fiscal year; however, an employee may receive no more than a total of Six Hundred Dollars (\$600.00) in any one fiscal year.