

11/01/17-MEA Individual Professional Development Funds

Our MEA individual professional development funding process has changed with the new collective bargaining agreement. Below are steps to access reimbursement funds:

1. Notify the district of your intent to use individual reimbursement funds so we can track potential expenditures and determining if reimbursement funds are still available (\$750 maximum). This can be done by emailing jstewart@manson.org.
 - If your course/workshop will occur during your normal contract day you'll need to seek approval for professional leave from your principal/supervisor using Skyward.
 - If your course/workshop requires a substitute the cost of the sub (\$131 per day, \$65.50 half day) will be charged towards your total maximum reimbursement of \$750.
2. Register and pay for the class, course, workshop, etc. you will attend.
3. Keep all receipts: tuition/fees, meals, mileage, hotels or other allowable expenditures.
4. Upon completion of the class submit proof of completion and all receipts to the District Office. Use the attached reimbursement form. Remember to include any sub costs in your calculation of a reimbursement request.
 - If you submit for reimbursement by the 20th day of a month the reimbursement will occur on the last day of the month. If you submit for reimbursement after the 20th day of the month reimbursement will occur the last day of the following month.

New Contract Language

Section I: Tuition Reimbursement

Tuition reimbursement may be used for credits, clock hours and workshop registrations and/or fees. Tuition reimbursement may also be used to reimburse the employee for substitutes, meals, mileage and/or hotel costs, with appropriate receipts and according to District Policy and Procedure. The district will provide support for tuition reimbursement as follows:

1. Tuition reimbursement shall be based on actual cost to a maximum of seven hundred fifty dollars (\$750) per FTE per contract year. A contract year is September 1 through August 31. Transcripts must be received by the District Office prior to September 30 of the following school year. The reimbursement pool shall be funded to a maximum of \$5,000 per year. Part time employees are eligible for tuition reimbursement pro-rated to their FTE. After May 15 of the current school year, if there are still funds remaining in this pool, employees previously approved for reimbursement may re-apply for an addition amount of \$750.
2. Requests for reimbursement shall be submitted on the district reimbursement form accompanied by a transcript or certificate of clock hour completion and proof of payment for the classes. Classes must be completed prior to reimbursement. Tuition reimbursement will be for those courses recognized and funded by LEAP criteria (WAC 392-121) and National Board Certification.
3. Teachers may be reimbursed at the above rate for self-initiated district-approved staff development activities that align with District goals, including National Board Certification and Pro-teach Certification.