



Professional Development Information

TEA and TUSD have been working in collaboration to create language for all certified and classified employees to receive credit for attending workshops, conferences, course work, etc., outside of contract time.

Certified and classified employees have a choice of either compensation or reimbursement.

1. Reimbursement shall mean payment of money spent.
 - a. Employees must include a receipt of payment and transcripts indicating a passing **grade C or better** in order to receive reimbursement.
 - b. Reimbursement shall not exceed \$450.00.
2. Rate of Pay
 - a. Half a day (1-4 hours) of Professional Development shall be paid at a rate of \$40.
 - b. One full day (5-8 hours) of Professional Development shall be paid at a rate of \$80.
 - c. Employees must submit certificate(s) with the dates and hours of the completion.
 - d. **Training cannot be a TUSD paid training (i.e. purchased by P.O.)**

All workshops, conferences, course work, etc., must have been completed during the fiscal school year **July 1, 2011- June 30, 2012** in order to be considered for approval.

All workshops, conferences, course work, etc., must be verified and submitted with the Request for Reimbursement form to the following links.

Certified employees send all forms and documents to

<http://www.tusd1.org/contents/depart/pd/Documents/pdrequestTEA.pdf>

Classified Employees send all forms and documents to

<http://www.tusd1.org/contents/depart/pd/Documents/pdrequestTEAwcfs.pdf>

Or you can apply online http://www.tusd1.org/contents/depart/pd/reimbursement_form.asp

Employees must:

- Incur all costs in relation to their professional growth.
- Perform activities outside of contract time.
- May not have been personally reimbursed or compensated in any form by TUSD (e.g., registration fees, release time, tuition reimbursement, TUSD or outside Grants).
- If professional development activities occurred during regular contract time, employee is responsible for taking a personal day to receive credit. Verification of that absence including signature of site administrator must be submitted in addition to other required documentation. (i.e. do not have to be full credits)
- Professional development documentation may be submitted in any increments on a quarterly basis. Not to exceed \$450 **per current school year (may include course work from July 1st through June 30th)**.
- All certificates must indicate dates of attendance and hours spent per day.

To submit your **Request** for Reimbursement:

- Fill out the submission/pre-approval form.
- Scan/copy all documents that you will be submitting.
- Certified employees send all forms and documents to [TEA Professional Development Fund Committee](#).
- Classified Employees send all forms and documents to [White Collar Food Services Professional Development Fund Committ](#) .