



SEIU Staff Development – Expense Reimbursement Guidelines

Effective September 1, 2008, a member shall forward an application for Staff Development Funds to the Staff Development Committee. SEIU Staff Development Fund Application Forms can be obtained through your building Secretary or Human Resources. Applications may be sent to the committee through in-district mail to the SEIU mail box at the Administration Building.

The application shall include the applicant's name, current date, position, worksite, what they are requesting for reimbursement (tuition, books, substitute time), course in which they are requesting assistance to take, program in which the course is a part (if any), date and location of the course and program, and the cost of the class. Applications shall also include a brief narrative describing the benefit to the member and/or program.

Application must be received by the end of May in order to be processed. This includes additional applications, explained below.

If a substitute is necessary, the application must include an approved leave request form signed by the worksite principal/program manager. ***Please note: You must submit your application well in advance to ensure that your substitute will be covered.*

The Staff Development Committee shall meet on a monthly basis from September through June. The Committee shall determine approval of applications each month. Generally, applications shall be processed in order of the dates received. If requests that meet the approval criteria exceed the funds available, applications shall be processed in seniority order.

The maximum reimbursement allowed for approved expenditures per year per member is \$350.00. If there are unused funds available at the end of the contract year, a member may submit an additional application, processed in \$350 increments until the fund is exhausted. ***Additional requests must be made by the end of May in order to be processed.*

Employees will have the choice to access these funds via District purchase order or reimbursement.

In order to receive Staff Development Funds, members must submit a copy of the approved application form with a copy of the receipt that verifies their expenditures. They also need to provide a report that verifies their successful completion of the course work. Submissions should be made to Human Resources.