

TUCSON UNIFIED SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT PROGRAM FOR TEA CONSENSUS EMPLOYEES 2017/2018 SY

What Is the Professional Development Program?

When TUSD employees participate in activities designed for Professional Development that enhances performance of their current job duties or prepares employees for other TUSD job opportunities in service of the District, their efforts will be supported by offering them compensation.

There are two options available for participation:

Compensation for time spent at a training (seat time) or reimbursement of money spent (costs) on training or coursework. The amount is not to exceed \$500 per current school year (includes course work from July 1st through June 30th).

When can I submit documents for compensation/reimbursement?

Professional development documentation may be submitted in any increment, on a quarterly basis or submitted upon completion. It is the employee's responsibility to submit appropriate documentation to the **Employee Relations Department**. The submission deadlines for documentation to support reimbursement are listed below:

- It is requested that PD activity completed through May 31st be submitted by June 11, 2018.
- The last day submissions for the 17/18 SY will be accepted by Employee Relations is July 6, 2018. No reimbursements will be processed after the July 6th deadline.

What are my options for receiving compensation/reimbursement?

Upon completion of Professional Development (PD) activities, employees can submit for reimbursement of costs or for compensation of seat time. Whether submitting for costs or seat time, a Professional Development Request for Compensation Form (PD1001) must be completed along with supporting documents for the activity as described on page 2 under eligible activities. Employees will receive compensation for seat time **or** costs incurred (not to exceed \$500 per current school year) as outlined below:

1. Reimbursement of costs-shall mean payment for money spent by an employee on PD activity as provided on page 2 of the criteria (taxable subject to the extent of IRS guidelines).
 - a. Registration costs for a workshop or conference. Employees must provide a detailed receipt of payment from the organization in which professional development activity is attended.
 - b. Requests for reimbursement of tuition costs must include transcripts from college or university indicating a passing grade of C or better and a detailed receipt of payment for tuition indicating payment via check, credit card, or student loans.
2. Compensation for seat time-shall mean hours spent participating in PD activity (considered taxable income). Rate of pay for Seat Time is as follows:
 - a. Rate of pay for a half a day (1-4 hours) of PD activity shall be paid \$40.
 - b. Rate of pay for one full day (5-8 hours) of PD activity shall be paid \$80.
 - c. Training cannot be a TUSD paid training (i.e. purchased by P.O. or mandatory paid training).

What are the criteria for Professional Development?

All workshops, conferences, course work, etc., must have been completed during the current school year July 1st - June 30th in order to be considered for approval. PD activities deemed as personal health improvement and not related to one's professional work will not be accepted for compensation. Employees may accumulate up to a max of three (3) college credits for activities that are TUSD approved.

Employees must:

- Perform activities outside of contract time. 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.
- Not have been personally reimbursed or compensated in any form by TUSD (e.g., registration fees, release time, tuition reimbursement, TUSD or outside grants).
- May not exceed \$500 of PD activity per current school year (course work from July 1st through June 30th).
- Complete a Professional Development Request for Compensation Form (PD1001), provide supporting documentation and detailed receipts if applicable.

What Professional Development activities are eligible?

Professional Development Activity	Documentation Required
1. TUSD sponsored professional learning opportunities advertised on the Professional Learning Portal at: http://tucson.truenorthlogic.com	Employee will submit a copy of the User Transcript or Certificate available on the Professional Learning Portal. <ul style="list-style-type: none"> • To view and print a copy of your transcript or certificate: On the portal Homepage, click on My Transcript or click on the Transcript tab. Scroll down to the applicable course and click on the appropriate course under Certificate # to print.
2. College credit courses taken from an accredited institution receiving a passing grade of C or better. <ul style="list-style-type: none"> • Degree program • Courses that have direct applicability to the employee's position or to enhance career opportunities within the district. 	Employee will submit the following: <ul style="list-style-type: none"> • A copy of their student transcripts with the school logo showing a passing grade of C or better. • A detailed receipt of payment for tuition will need to be included indicating payment via check, credit card, or student loans.
3. Conferences and workshops designed for professional development: <ul style="list-style-type: none"> • Ex.) Taking a class with another school district. 	Employee will submit: <ul style="list-style-type: none"> • A certificate of attendance or written statement from the sponsoring organization indicating dates of participation and number of CEUs or clock hours earned. • Agenda. • When applicable, a copy of receipt of payment.
4. National Association of Educational Office Professionals (NAEOP) Professional Standards Certification: Associate Professional Advanced I Advanced II Advanced III Certified Educational Office Employee (CEOE)	Employee will submit: <ul style="list-style-type: none"> • TUSD Pre-Approval form prior to start date • Copy of program certificate • Copy of receipt of payment
5. Professional Certification Exams relating to their current or a future position in the District.	Employee will submit: <ul style="list-style-type: none"> ▪ Copy of certificate or proof of passing certification exam ▪ Copy of receipt of payment

What if the activity is not specifically listed as eligible?

Professional development activities NOT specifically listed require approval prior to reimbursement. The Professional Development Committee or a TEA and TUSD designee from the Professional Development Committee will make the final approval.

Submittal and approval process information (Allow up to three pay periods for processing)

1. Upon completion of Professional Development activity, submit a Professional Development Request for Compensation/Reimbursement Form (PD1001), supporting documentation as outlined in eligible activities above, and a detailed receipt if applicable to the **Employee Relations Department**. Submissions can be sent to ER@tusd1.org, faxed to 225-6635, sent via interoffice mail, or in person at 1010 E. Tenth Street, Room 46. Forms are available on the intranet or can be accessed via the District Operating Guide.
2. Employee will receive a confirmation email that documents were received. Should documents be missing or additional information needed, employee will be notified at that time.
3. Submittal will then go to Human Resources for authorization. Once the request has been authorized, Employee will be notified via email of same.
4. Activities eligible for reimbursement (as provided on page 2 of this document) include course work from **July 1, 2017 through June 30, 2018** and shall not exceed \$500 for the current fiscal year. The current fiscal year submission deadlines are listed below:
 - **It is requested that PD activity completed through May 31st be submitted by June 11, 2018.**
 - **The last day submissions for the 17/18 SY will be accepted by Employee Relations is July 6, 2018. No reimbursements will be processed after the July 6th deadline.**
5. PD funds for compensation/reimbursement are available on a first come first served basis, based on request date and availability of funds.
6. Seat time is processed through the regular payroll system and reimbursement of costs via Accounts Payable Department. Payment status inquiries should be directed to Employee Relations Office.
7. **Allow up to three pay periods** for processing.