



Shoreline School District
REQUEST FORM FOR SESPA PROFESSIONAL DEVELOPMENT STIPEND PAYMENT

(Refer to the back page for Instructions and CBA Summary of the Professional Development Stipend)

EMPLOYEE NAME: _____

Dept./School: _____

Do you work **MORE THAN** an average of 3 hours per day in a SESPA position? Yes No (see reverse for eligibility criteria)

Please mark yes or no per question as indicated below:

Yes No The stipend payment request is for professional development **OUTSIDE** of my regular workday hours or work year.

Yes No I have attached the verification of attendance, participation form, and/or certificate of completion for **EACH** professional development training (except SafeSchools) I have attended or participated in.

Yes No I understand that I must submit my total request **ONCE** per year on or before August 1.

Yes No My **ONE** stipend request includes my entitlement, partial stipends, additional stipends, and/or requests that exceed my entitlement.

For Non-District sponsored trainings:

Yes No I have obtained pre-approval from my administrator prior to attending/participating; AND

Yes No I have attached a completed Non-District Sponsored Professional Development Approval form with my Administrator's signature; AND

Yes No I have attached a proof of attendance certificate.

PROFESSIONAL DEVELOPMENT STIPEND INFORMATION (Completed by Employee) Attach additional form if necessary.

FOR INSTRUCTION/PAYROLL USE ONLY

Date(s) attended Month/Day/Year	Workshop/Class Title	Instructor	# of Course Hrs	Verified	\$165 or \$82.50	ACCOUNT CODE
TOTAL HOURS →						

Oath of Claimant:

I, the undersigned, do hereby certify that I attended the above-named workshops for the hours indicated and that the information I provided is accurate to the best of my knowledge. Further, I acknowledge that if the information I submitted is incomplete or inaccurate, my stipend request may be delayed and/or denied in whole or in part.

Employee Signature: _____

Date: _____

Send completed form, and all applicable attachments via Interoffice district mail to: SLC, Instruction Department

Approval: _____

Date: _____

INSTRUCTIONS:

1. Complete form in its entirety: please do not omit any information requested.
2. Only request stipend payment for professional development activities **OUTSIDE** of your regular workday hours or work year. Submit for the course hours indicated on your class certificate.
3. Attach your verification of attendance, participation form, or certificate of completion for each professional development training attended or in which you participated.
4. Obtain pre-approval for ALL non-Shoreline District sponsored training from your administrator prior to attending/participating AND attach your completed Non-District Sponsored Professional Development Approval form with you Administrator's signature AND proof of attendance certificate.
5. Submit stipend request form(s) **ONCE** per year, no later than August 1: this includes your entitlement, partial stipends, additional stipends, and requests that exceed the entitlement. Employee is responsible for tracking and maintaining documentation for personal development training and submitting all requests together. You may use more than one form to track your professional development hours as necessary.

SESPA PROFESSIONAL DEVELOPMENT PROGRAM SUMMARY (CBA Summary of Article 37.6--refer to CBA for complete details)

- Employees will be allowed to use their professional development stipends to participate in a flexible range of professional development activities **outside** of the employee's regular workday or work year.
- A SESPA employee working an average of more than three (3) hours **per day** in a SESPA position is eligible to receive six (6) additional hours payable at \$27.50 per hour for approved professional development per Section 37.6.
- A SESPA employee working an average of three (3) hours or less **per day** in a SESPA position is eligible to receive three (3) additional hours payable at \$27.50 per hour for approved professional development per Section 37.6.
- Each non-school-based SESPA employee may access one additional stipend payable at \$27.50 per hour, based on the number of hours worked in a SESPA position as described in bullet points 2 and 3 above.
- Employees may submit a request that exceeds their individual 3 or 6-hour entitlement.
- All Stipends should be submitted on or before August 1, this includes partial, additional stipends, and requests that exceed the entitlement. The purpose is to reduce administrative workload by submitting your stipend request once instead of multiple times throughout the year.
- After stipends have been paid to employee as described in bullet points 2 through 4, any unclaimed hours shall be disbursed in rounds to employees who submit approved requests exceeding their entitlement.
- Approved requests exceeding the individual's 3 or 6-hour entitlement shall be paid the pay period following the submission of the approved requests.