

Appendix E.

Eastmont Secretary Association
Voluntary Training/In-service Programs

The District shall provide a fund of \$5,500 per year for voluntary training courses, workshops and in-service training. If such training is scheduled outside the employee’s workday, the employee shall be paid their hourly per diem rate of pay. Overtime provisions will also be in effect for this provision. In addition, the District shall provide training on early release days. Training shall be limited within the State of Washington and pertain to your job duties. Such training/in-service program shall be administered on a first come, first serve basis, up to \$500.00 per employee.

Qualifications:	Employees pursuing education related professional development.
Pre-approval Request of funding:	Submit the following along with this form: <ul style="list-style-type: none"> • Course information and summary • Cost of attendance for course(s)/classes • If any per diem rate of pay is requested
Name (please print):	
Location of Assignment:	

Course Information

Name of Course:			
College/University/Clock Hour Provider:			
Dates of Attendance:			
Total Tuition/Course Cost:	\$		
Hours worked beyond contracted time:			
Hotel/Lodging:			
Meal expenses:			
Mileage:			
Additional travel costs:			
I certify that:	<ol style="list-style-type: none"> 1. I have submitted all required paperwork as required. 2. I request funding for the cost of professional development outlined above. 		
Employee Signature:		Date:	
Administrator Signature:		Date:	
Human Resources Approval:		Date:	
Amount Funded:		Date:	