

### **Professional Development**

1. Individual allocation of funds for professional development activities shall be decided through collective bargaining or meet and confer processes, as appropriate.
2. Application for professional development funds shall be in writing on the appropriate CESD form and shall have supervisor approval.
3. Payment for professional development activities shall be made for activities approved by CESD, and the employee shall show evidence of the cost of the activity and successful completion, as appropriate. No employee shall receive more in payment than his/her total cost for the professional development activity.
4. Documentation of the total cost of the activity and successful completion, as appropriate, must be filed within 90 days of the scheduled end of the activity.
5. Funds expended by CESD for professional development activities that are not completed shall be returned to CESD.
6. Employees in positions recognized by the licensed bargaining group, but who work less than half-time shall be eligible for professional development funds as determined by the individual allocation specified in the licensed employees' collective bargaining agreement. These employees shall not have access to the professional development bank.