



PO Box 2098, Everett, WA 98213
www.everettsd.org

SEIU Professional Fund - Request Form

PURPOSE

Use this form to request financial support from the SEIU Professional Fund to attend classes, conferences, conventions, seminars, or workshops. Funds may be used for some or all of the registration fees, tuition, materials, travel costs, substitute employee expenses, or other expenses related to the request.

Section 13.11 Professional Development Fund (SEIU 2023-2025 CBA)

*The District affirms its commitment to an ongoing system of staff development and training that will provide opportunities for the professional development of each employee. **The goals of the system will be to meet institutional needs, enhance employees' professional development, and enhance employees' career advancement opportunities.** The District shall provide four thousand dollars (\$4,000) annually for the voluntary professional development of members of the bargaining unit. These funds are not intended to replace other District-required or directed training, although an employee may choose to access these funds for training suggested by a supervisor. **Employees interested in accessing these funds may apply for up to two hundred dollars (\$200) per employee per year until the funds are exhausted.** If the fund has a remaining balance as of June 30, any bargaining unit member may submit a request for additional funds, which will be divided equally on July 15 among such requests until fully expended. **The application for use of these funds shall clearly state the purpose of the request and its relationship to the employee's current or future position with the District, e.g., technology certifications, software classes, or customer service training.** The application must be endorsed with the signature of the employee's administrative supervisor attesting to the relatedness of the professional development to the employee's current or future position. Supervisor endorsement shall ordinarily be provided and shall not be unreasonably denied. **Funds may be used for some or all of the registration fees, tuition, materials, travel costs, substitute employee expenses, professional dues, or other expenses related to the request.***

INSTRUCTIONS

1. Complete Sections I and II of the form below.
2. Forward to your administrative supervisor
3. If your supervisor approves, forward this form to Human Resources along with the District's Travel Request Form.
Here is the link for the [District's Travel Procedures](#).
Here is the link for the [District's Travel Request Form](#).
4. All signatories should retain a copy for their records.

I. APPLICANT INFORMATION

Date: _____

Applicant Name: _____

Applicant ID #: _____

Applicant Position: _____

Applicant Location: _____

II. EVENT / CLASS / CONFERENCE / SEMINAR / WORKSHOP / CONVENTION INFORMATION

Event Name: _____

Event Location: _____

Event Start Date: _____

Event End Date: _____

Amount Requested (not to exceed \$200): _____

Reasons for attending this event: _____

III. ADMINISTRATIVE SUPERVISOR REVIEW AND SIGNATURE

☐ Approved This training meets the intent of the CBA for the reason(s) stated below

☐ Not Approved : This training does not meet the intent of the CBA for the reason(s) stated below

Reason for approving or not approving this event: _____

Supervisor's Signature: _____

Date: _____

IV. BUDGET AUTHORITY

☐ Approved

☐ Not Approved

Amount approved (not to exceed \$200): _____

Director of Human Resources Signature: _____

Date: _____

Budget Code: _____

cc: Employee; Administrative Supervisor; Human Resources