

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

BASE INDIVIDUAL INSERVICE REQUEST FORM

Name: _____ Date: _____

Your Position/Job Title: _____ Building/Prog.: _____

Name of Class: _____

Location of Class: _____ Date(s) of Class: _____

Costs Anticipated: * Registration: _____
* Books: _____
Mileage: _____ (only out-of-district per District policy)
Meals: _____ (per District policy)
Praxis Test: _____

* ***Please attach receipts and District reimbursement request form. Individual maximum allowable inservice per course (inclusive of required books) is \$200.00. Total individual maximum allowable annual (September – August) reimbursement is \$250.00.***

Will this inservice require you to be absent from your scheduled assignment? Yes No

Will this inservice require a substitute? Yes No Hours to be absent: _____

Please describe how this course content relates to the job requirements of your current position.

Recommend Approval Yes No Reason: _____

Administrator or Program Supervisor *Date*

Approved
 Not Approved. Reason: _____

Personnel Manager, Human Resources *Date*

BASE Inservice Account Number _____

**COLLECTIVE BARGAINING AGREEMENT
BELLINGHAM ASSOCIATION OF SCHOOL EMPLOYEES**

ARTICLE XVII

VOCATIONAL TRAINING

Section 17.1 Employees attending training courses required by District policy as a condition of continued employment will be paid at their regular rate for all time in attendance plus any fee.

Section 17.2 Employees attending training courses or seminars requested by the employee and approved by the District will suffer no loss of regular salary if the course requires them to attend on their regular school employment time, but no salary payment will be made for any time an employee would not have regularly worked; however, expenses incurred for transportation and/or training course fees and tuition will be paid by the District.

Section 17.3 District-sponsored workshops may be open to employees upon approval of the immediate supervisor.

Section 17.4 While both parties recognize that inservice opportunities are provided through specific district programs such as ELL, Title I, Special Education, etc., the district will provide a fund annually for training/inservice for members of this bargaining group. This fund will be twelve thousand dollars (\$12,000.00). These funds may be used for staff development purposes only. Eligible expenditures include:

- 1) Cost of hiring instructors/consultants to present agreed upon inservice programs/classes,*
- 2) Registration, fees, meals associated with conferences or incurred in conference travel, and/or*
- 3) Substitutes to release staff to attend training during the workday to attend pre-approved BASE inservice programs.*
- 4) Cost of course-required book/workbook when used in conjunction with group or individual course funded by these inservice funds.*
- 5) Cost of test fee for Praxis paraprofessional test to achieve No Child Left Behind "highly qualified" standard.*
- 6) Individual inservice maximum allowable per course is \$200.00 inclusive of course-required books/workbooks per #4.*
- 7) Individual inservice maximum allowable annually (September-August) is \$250.00 inclusive of multiple courses and course-required books.*
- 8) Registration procedures and reimbursements shall be administered in accordance with District procedures.*

It would be the intent of the parties to regularly review staff development needs relating to specific job requirements. Representatives of the parties will then jointly determine the type of inservice/training approved, delivered, or made available to members of the bargaining group. The delivery of inservice opportunities provided by these funds shall not be in violation of Fair Labor Standards Act requirements for employee inservice.