



**Medford School District 549C
Human Resource Department**

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OSEA STAFF DEVELOPMENT FUND

Medford School District /OSEA Collective Bargaining Agreement, (7.10) RELEASE TIME FOR INSERVICE: A professional growth fund of not less than \$5,000 will be established for specialized training of classified employees to enhance their job performance or to provide group in-service opportunities. The fund will be distributed at the discretion of the Labor Management Team. If the fund is not depleted during the designated school year it will be returned to the general fund. District sponsored in-service costs shall be paid by the District.

The following guidelines will be used by the Labor Management Team during the school year to approve/disapprove and to determine the amount allotted to employees from the professional growth fund:

1. Annual amount allotted per employee will be \$500; there is no limit to the number of classes taken. Additional individual employee fund requests will be reviewed by Labor Management.
2. Employees are encouraged to attend specific skills classes, which will enhance a current job or enhance the opportunities within a current job classification.
3. For classes taken which are considered to be general education and which indirectly enhance job performance, i.e. psychology, economics, etc. the maximum amount allotted will be \$50 per course.
4. The Labor Management Team must receive certification or certificates of completion (grades/certificates/transcripts/etc.) along with a paid receipt before reimbursement is made.
5. The Labor Management Team will make decisions for the amount of the reimbursement within 30 days of receipt of the request for reimbursement.
6. The fund allotment check will be written to the business/college/institution.
7. Requests for group in-service opportunities will be taken to Labor Management.
8. Any questions should be directed to the OSEA Chapter Vice President.