

Employee Policy #333 Professional Development

Purpose:

- The Board of Trustees recognizes the importance of the maximum development of all employees.
- The Board encourages all employees to further their professional and personal advancement through graduate courses, in-service training and professional development activities.

Guidelines:

- The SusQ-Cyber Charter School (“Charter School”) will comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the Charter School.
- In order to continue employment in the charter school, teachers are required to meet all obligations necessary to maintain active certification.
- The CEO and the Principal collaborate in designing staff development programs for all levels of staff.
- If an employee wishes to be reimbursed for graduate courses, a Request for Credit Reimbursement – Graduate Courses form must be completed and given to the CEO for consideration.
- If an employee wishes to be reimbursed for training courses a Request for Attendance at Training Course form must be completed and given to the CEO for consideration.
- All graduate or training courses must be job related and must have preapproval in writing from the CEO.
- Employees may be reimbursed for the successful completion of graduate study or special courses beyond the current degree or level of training. Only courses of study that are preapproved shall be eligible for reimbursement by the Charter School.
- Reimbursement for credits for approved graduate study or special courses is in accordance with the guidelines indicated on the Request for Credit Reimbursement - Graduate Courses form and the Request for Attendance at Training Course form.
- Documentary evidence of satisfactory completion of all study programs shall be required.

Delegation of Responsibility:

The CEO is responsible for approving all staff development programs and requests prior to submission to the Board and to approve the final payments. The CEO shall monitor the program to determine its value and success.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.

Request for Credit Reimbursement - Graduate Courses

Request submitted by: _____ Date: _____

Position: _____

BEFORE ENROLLMENT - The employee must complete all information below and submit this form to the CEO. The CEO will review the request and approve or disapprove the course for reimbursement as soon as possible.

FOLLOWING COMPLETION OF COURSE – The employee must submit a copy of the grade report and proof of payment to the CEO.

REIMBURSEMENT SCHEDULE – Summer courses: October; Fall courses: February; Spring courses: July. Reimbursement will be made to staff employed at the pay period.

REIMBURSEMENT RATE – will be at the rate charged by the Bloomsburg State University for a graduate course. Additional fees and books are not reimbursable. Reimbursement will be based upon the grade achieved – A = 100%; B=90%; C=80%; D or less=0%

REIMBURSEMENT LIMIT – Fall: 6 credits; Spring: 6 credits; Summer: 6 credits; Annually: 18 credits

CONTINUATION OF EMPLOYMENT – Employee must agree to remain in employment with the SCCS. If the employee leaves employment during the first year after reimbursement, the employee must return 100% of the reimbursement. If the employee leaves employment during the second year after the reimbursement, the employee must return 66% of the reimbursement. If the employee leaves employment before the completion of the third year after reimbursement, the employee must return 33% of the reimbursement.

REIMBURSEMENT INFORMATION – Use additional sheets if necessary

Course Title and Number: _____

College or University _____

Cost of Course: _____ # of Credit Hours: _____

Course Dates: Beginning _____ Ending _____

Course Description: _____

Employee Signature Date

ADMINISTRATIVE OFFICE USE

Recommended Not Recommended

Reason for Non Approval _____

CEO Signature Date

BUSINESS OFFICE INSTRUCTIONS

Payment Amount: _____

CEO Signature Date

Request for Attendance at Training Course

Request submitted by: _____ Date: _____

Position: _____

BEFORE ENROLLMENT - The employee must complete all information below and submit this form to the CEO. The CEO will review the request and approve or disapprove the course for reimbursement as soon as possible.

FOLLOWING COMPLETION OF COURSE – The employee must submit a copy of the course completion or grade report to the CEO.

REIMBURSEMENT SCHEDULE – Training course tuition or fees will be paid directly to the provider

ADDITIONAL EXPENSES – Training course expenses for meals, lodging and transportation will be paid to the staff member after the course attendance is completed based upon submission of receipts using the SusQ-Cyber Charter School Expense Voucher form. Advanced payment for expenses may be obtained if requested.

CONTINUATION OF EMPLOYMENT – Employee must agree to remain in employment with the SCCS. If the employee leaves employment during the first year after reimbursement, the employee must return 100% of the course tuition reimbursement. If the employee leaves employment during the second year after the reimbursement, the employee must return 66% of the course tuition reimbursement. If the employee leaves employment before the completion of the third year after reimbursement, the employee must return 33% of the course tuition reimbursement.

REIMBURSEMENT INFORMATION – Use additional sheets if necessary

Course Title and Number: _____

College or Provider _____

Cost of Course: _____

Course Dates: Beginning _____ Ending _____

Course Description: _____

Signature Employee _____ Date _____

OFFICE USE

Recommended Not Recommended

Reason for Non Approval _____

CEO Signature _____ Date _____