
PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

The Board of Directors of California Pacific Charter Schools (CPCS) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy.

The individual must be a current employee of CPCS to be eligible for a professional development reimbursement from the school. Individuals who are no longer in paid status are ineligible and will not receive reimbursement. Additionally, reimbursement will be issued only upon program completion. No partial reimbursement will be issued to an individual who has not completed the program as outlined in the initial proposal. All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement.

This professional development reimbursement policy shall not provide any individual assurance of continued employment with CPCS. CPCS confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school. Participation in the reimbursement program is at the discretion of the Executive Director, and requires prior approval.

ADMINISTRATIVE CREDENTIAL REIMBURSEMENT - MAXIMUM OF \$20,000

With pre-approval by the Executive Director and Board of Directors, a certificated employee in a leadership assignment who completes a preliminary administrative services credential will be eligible for reimbursement not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution, the cost of the program, and the expected program duration. The proposal will be reviewed by the Executive Director prior to submission to the Board of Directors for final approval.

The initial reimbursement will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing (CTC). Once the preliminary administrative credential is completed and posted by the CTC, the employee may submit for reimbursement of expenses limited to actual program expenses such as courses, textbooks, test fees, and applicable program fees. The amount of the reimbursement shall not exceed \$10,000.

PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

An employee may be eligible for a second reimbursement not to exceed \$10,000 upon successful completion of two additional years of full-time academic service in the same leadership assignment for CPCS and proof of clearing the administrative services credential.

TEACHING CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000

For additional credentials or certifications, an employee may submit a proposal to the Executive Director for consideration. The proposal must include the name of the credential or certification, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Executive Director for relatedness to the position, the department, and overall alignment with the school’s mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS

Step 1	The employee must submit a written proposal to the Executive Director prior to beginning the professional development program. The proposal must be approved by the Executive Director and ratified by the Board of Directors.
Step 2	If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the director and HR in order to receive the first reimbursement installment.

PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

Step 3	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> ● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment. ● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment. <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>
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GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre approval from the Executive Director, staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a webinar, in person training, books, or professional certification that is directly related to the employee’s position or department. Employees will not be required to pay for training required by or requested by the employer.