

PROCEDURE FOR CLASSIFIED INSERVICE POOL

Please Note: PSE will typically cover registration and hours depending upon the equitability of the request.

1. Employee completes and submits request to building principal, along with a detailed description of the class or workshop. Attach a copy of the flyer.
2. Administrator/supervisor verifies the request is complete for all expenses, indicates the amount the building is willing to contribute and quickly submits the request to the PSE representative. (Mrs. Fuller).
3. Committee processes requests upon receipt if they are completely filled out. Please be sure requests are submitted in a timely manner to ensure the committee has the opportunity to review the request. **Requests that are incomplete run the risk of not being approved in time for the workshop. *Requests submitted after the workshop/class will not be processed.**

After approval copies of the request will be distributed:

*one copy to the employee

*one copy to Mrs. Fuller

*one copy to office coordinator

4. **Mrs. Fuller PSE, Classified Professional Development Coordinator will register employee for class.** Employee will be responsible to register for hotel accommodations, and paying for their meals and mileage. Once the receipt is brought back for meals and proper paperwork if filled out you will be reimbursed for these items. This paperwork will be turned in to your office coordinator and they will submit monthly.
5. Upon completion of the class, the employee submits all paperwork to the office coordinator, verifying attendance at the workshop. The Office Coordinator will then submit the paperwork to the district office for reimbursement.

****If an employee does not attend the class/workshop approved, ALL expenses incurred will be the responsibility of the employee.** An employee can find another PSE member to take their place.

If you have any questions regarding the procedure or assistance with the forms please call Tanja Fuller at extension 8434 or email at tfuller@hoquiam.net.