

# San Luis Obispo County Office of Education

## Financial Incentive Program

Financial incentive support is available to all employees who meet the guidelines listed below. This program is designed to promote and encourage professional development opportunities that fall both within and outside the employee's regular workday. All San Luis Obispo County Office of Education (SLOCOE) employees requesting financial incentive support for staff development opportunities must meet the following criteria:

1. Must be an active employee of SLOCOE.
2. Current work assignment must be a minimum of 50%
3. Must have a current overall "Satisfactory" review rating on most recent Work Performance Review.

### Eligible Courses, Training and "Other" Opportunities

Employees may request a scholarship-type of reimbursement stipend, either full or partial, for on-going eligible professional staff development opportunities, courses, and/or training conducted by a recognized institution/organization offering instruction that will benefit the employee and SLOCOE. The following criteria will be used by the Committee to determine the point value of the applicant's request:

1. Classes, courses, workshops or "other" types of programs that will enhance the individual employee's ability to perform in his/her current position. This may include classes, courses, workshops or "other" types of programs required to obtain certification or licensing in a current SLOCOE position.
2. Information and instruction that will increase the individual's ability to assume a position of increased responsibility or technical knowledge supporting the current needs of SLOCOE.
3. Funding may be used for tuition fees and books required for the approved courses/training.
4. An employee may apply for amounts up to \$10,000 per fiscal year. This amount may be reduced due to funding availability.
5. Qualified employees must submit dated, itemized receipts for all approved expenses for reimbursement after completion of courses/training.
6. Qualified employees must submit a certificate of satisfactory completion or a letter grade of "C" or better, in order to be reimbursed.

\*\*Reimbursements for expenses over \$2,000 required for licensure will be allocated annually for each year of subsequent employment in the position requiring the licensing until the reimbursement is retired. In the event an employee is subject to workforce reduction, partial or permanent disabled or deceased the entire reimbursement will be provided.

**Approval Process**

An employee must submit a request for financial incentive support to the Committee **prior** to the class, course, workshop or “other” type of program. Requests submitted for course/training that occurred **prior to the current fiscal school year** will not be considered.

In advance of each school year, the Committee will establish submission deadlines for requests to be reviewed and considered. Every effort will be made to notify the employee of the status of the request in sufficient time for the employee to participate in the professional staff development opportunity. An employee is responsible for submitting his/her requests timely prior to any of the published submission deadlines for review and consideration. All requests received after the deadline will be held for consideration until the next scheduled submission deadline.

Submission Deadlines for 2016-2017 Fiscal Year

| July 1, 2016 | January 1, 2017 | May 1, 2017 |
|--------------|-----------------|-------------|
|--------------|-----------------|-------------|

The decision to reimburse in full or in part will be made by the Committee. All financial incentive support to employees for professional staff development opportunities are subject to the annual budget appropriations approved by the San Luis Obispo county Superintendent of Schools. Financial incentive support will be disbursed until the funds are depleted. Currently, the available budget for this program is \$10,000.00. Employees desiring financial incentive support are encouraged to submit their requests early in the fiscal year to increase possibility of reimbursement.

**SLOCOE Education Financial Incentive Program Committee**

SLOCOE’s Professional Staff Development Financial Incentive Committee will be comprised of five (5) SLOCOE employees from the following areas:

- The San Luis Obispo County Superintendent of Schools
- One (1) member from SLOCOE Administration
- Three (3) members from SLOCOE Employees Associations

The Education Financial Incentive Program Committee will review all employee requests for financial and/or scholarship support for classified staff development. The Committee will establish and post submission deadline dates for each calendar year. Three (3) members of the Financial Incentive Committee constitute a quorum; awards will be decided by simple majority of the quorum.

*Decisions made by the Financial Incentive Committee are final and not subject to appeal.*

**San Luis Obispo County Office of Education  
Financial Incentive Program Application**

**Employee Name:** \_\_\_\_\_

**Employee Position:** \_\_\_\_\_

**How long have you worked for SLOCOE?** \_\_\_\_\_

**1. How will these courses enhance your ability to perform your current job?**

**2. Will these courses assist your ability to assume a position of increased responsibility or technical knowledge supporting the current needs of SLOCOE?**

**3. How will the funding be applied?**