INCENTIVES

- Returning back to school—2 hours of flex-time per week to attend early or late classes. Job responsibilities still need to be completed, however, personal time would not need to be taken.
- Up to $500 per year for books if a staff member enrolls in a community college, university, or special training aligned to CABE work. ($250 for PT)
- Completion of professional certificate or AA--$1000 stipend upon completion ($500 for PT)
- Completion of BS/BA/MA/Ph.D.--$2500 stipend upon completion ($1250 for PT)

REQUIREMENTS:

- A memo addressed to Jan Corea, CEO, prior to beginning your studies informing CABE of your education or PD plans including a description of class time and projected goal (i.e. certificate, AA, BA/BS, MA, or doctorate). Memo needs to be approved to be considered for professional growth incentives
- Confirmation of registration forms or classes or professional growth
- Receipts for textbooks up to $500 per year
- Upon completion of degree or certificate, record or certificate or diploma.

INNER OFFICE:

- Funding is available for in house or work related professional development (e.g. technology, strategies, position specific trainings, etc.)

PROCESS:

1. Turn in memo of intent to CEO for initial approval.
2. Upon completion of class or certificate for which reimbursement is requested, fill out the CABE Staff PD Growth Incentive Reimbursement Form (below).
3. Sign and attain signatures of Supervisor and CEO.
4. Submit reimbursement form for the approved amount.

Thank you and GOOD LUCK!
CABE STAFF PROFESSIONAL GROWTH INCENTIVE REIMBURSEMENT FORM

DATE ___________________

NAME ____________________________________________

POSITION _________________________________________

CLASS(ES) OR PROFESSIONAL GROWTH – Name of Courses and Dates Taken

• 
• 
• 

CERTIFICATE/DEGREE RECEIVED (If applicable) ____________________

_____________________________________________________________

☐ REQUEST FOR REIMBURSEMENT FOR TEXT BOOKS (Up to $500 per year) Please attach receipts.

Amount $______________

☐ Professional Certificate or Degree Received (if applicable)

Date ____________________________

Title __________________________________

Amount $______________

NOTES:

Employee Signature: ________________________________

____________________________________________________________________________________

☐ Approved  ☐ Not Approved

Director/Manager Signature ________________________________

☐ Approved  ☐ Not Approved

CEO Signature _________________________________________

9/8/16