

**BOARD APPROVED—SEPTEMBER 19, 2015**  
**CABE STAFF Professional Growth Incentives**



**INCENTIVES**

- Returning back to school—2 hours of flex-time per week to attend early or late classes. Job responsibilities still needs 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**

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**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:** \_\_\_\_\_

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*Approved*    *Not Approved*

*Director/Manger Signature* \_\_\_\_\_

*Approved*    *Not Approved*

*CEO Signature* \_\_\_\_\_