

REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT EXPENSES

In order to maintain certain professional experience and specialized training within Alexandria Community School Corporation, the School Corporation's investment in professional development and training must be protected. In order to do this, we are requiring that employees requesting or receiving professional development after February 1, 2017 related to their certificated position with the school corporation understand and sign the following:

If I resign from my position and leave Alexandria Community School Corporation to take another professional position, I agree to reimburse Alexandria Community School Corporation according to the following schedule for the professional development that was provided.

Event / Training costs* greater than \$1,000.00:

100% reimbursement if resigning within 1 year of completion,
50% reimbursement if resigning within 2 years of completion,
25% reimbursement if resigning within 3 years of completion.

*An event is defined as a single conference or training. The event or training may extend over several days.

**Event / Training costs include registration, travel, lodging, meals, consultant fees, materials, etc.

Training/Event Title Dates of Event Cost of Event

Staff Member Date

Building Administrator Date

Central Office Administrator Date

The Superintendent of Schools or designee will make the determination on training or events for which this is applicable including but not limited to personal illness, family illness, transfer of spouse/family, etc. and will also make the determination on the collection of reimbursement when the employee is leaving the corporation.