

Snohomish Education Association
122 Avenue A, Suite 1
Snohomish, WA 98290
360-568-4343

MEMORANDUM

TO: Certificated Staff
FROM: Justin Fox-Bailey, SEA President
RE: **FORMS FOR CONTRACT PROVISIONS**
DATE: September 9, 2009

Attached are the forms necessary for you to receive supplemental contract pay, reimbursement for professional development monies, and tuition reimbursement. Below is a brief explanation of the forms.

VERIFICATION FORM FOR ADDITIONAL TIME AND RESPONSIBILITIES PER SUPPLEMENTAL CONTRACT:

Please initial all three required workdays.

PROFESSIONAL DEVELOPMENT:

If you wish only to use the money for the \$100 of supplies and materials, you can submit for reimbursement at that point rather than wait for the accumulation of credit dollars you don't intend to use. Otherwise, please wait to reach your maximum and submit only once. The two blue sheets all pertain to professional development reimbursement procedures and will be helpful to read in order to be reimbursed in a timely fashion.

TUITION REIMBURSEMENT FORM:

This form must be completed in order to be reimbursed for tuition costs for a recognized Master's Degree or for Professional Certification as per Section 5.07B of the SEA Collective Bargaining Agreement. Note that Professional Certification is the second level of certification required of new teachers in the state of Washington. This level of certification is required after receiving Residency Certification. For the purposes of tuition reimbursement, Professional Certification must be obtained by being enrolled in a Washington State accredited university for the purpose of obtaining certification.

Please do not hesitate to contact the SEA Office if you have a question or concern.
Have a terrific year!