



## THE SCHOOL DISTRICT OF LEE COUNTY

# SPALC, CONFIDENTIAL, AND SUPERVISORY/TECHNICAL TRAINING INCENTIVE APPLICATION

### 2006-2009 SPALC Agreement, page 59:

**SPALC Article 15.071 – Training Incentive** – As an incentive for employees to improve their proficiency on the job, a \$125.00 stipend will be offered for personnel who have earned 24 hours over a 2-year period\* through participation in a job-related community college course, Staff Development Center course, or Adult and Community Education course. The course must be taken on the employee’s personal (non-work) time. Two stipends per employee may be awarded per school year.\* Stipend(s) will be paid at the successful completion of each 24 hours of training and submission of the *SPALC, Confidential, and Supervisory/Technical Training Incentive Application*. **Interested employees are required to seek verification of eligibility for training incentives by submitting ...(this) application to the Principal or Director indicating the course requested and justification of relevance to the employee’s position prior to enrolling in the course.\*** Applications will be available at each work site and through the Staff Development Department. Employees are not eligible to receive the Trade Certification Supplement and the Training Incentive for the same activity.

*\*Emphasis added.*

### PROCESSING INSTRUCTIONS

#### **\*FOR DISTRICT COURSES:**

1. Before the start of each course, fill in parts #1-3 of the *SPALC, Confidential, and Supervisory/Technical TRAINING INCENTIVE APPLICATION* form and give to instructor the first night of class.
2. On the last night of class, instructor will sign part #4 for those who successfully completed the course and will turn form into the Curriculum & Staff Development Center.

#### **\*FOR ADULT & COMMUNITY EDUCATION OR COMMUNITY COLLEGE/UNIVERSITY COURSES:**

1. Before the start of each course, complete parts #1-3 of the *SPALC, Confidential, and Supervisory/Technical TRAINING INCENTIVE APPLICATION* form. On the last night of class, instructor will sign part #4 for those who successfully completed the course.
2. Obtain a copy of official transcripts (Community College/University Courses) or certificate of completion for the course showing date(s) and time(s) attended (Adult & Community Education Courses).
3. Send to the Curriculum & Staff Development Center, the completed *SPALC* and Individual Inservice forms and a copy of transcripts, grade slip or certificate of completion.

### DIRECTIONS FOR COMPLETING THE FORM TEMPLATE

- Complete the *Form* using the instructions above.
- Type your information directly onto the form.
- Use the tab key to move from one input area to another.
- Use the space bar to place an “X” in a check box.
- Complete all items. Missing information may result in a returned form.
- Print the completed document. Send by pony or mail a paper copy of the completed *Form* and appropriate documentation to Joyce Gaston, Curriculum & Staff Development Center. Electronically submitted forms cannot be accepted at this time.
- Keep a copy of the completed form for your records.
- Allow 6 – 8 weeks for review and processing.
- You can check the status of your request by reviewing your *Individual Inservice Record* on the L.E.A.R.N. web page.



THE SCHOOL DISTRICT OF LEE COUNTY

SPALC, CONFIDENTIAL, AND SUPERVISORY/TECHNICAL TRAINING INCENTIVE APPLICATION

See process instructions on previous page for complete details.

**1. EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Regular Work Day Start Time: \_\_\_\_\_ a.m./p.m. Regular Work Day End Time: \_\_\_\_\_ a.m./p.m.

The School District of Lee County is committed to protecting the privacy of individuals associated with the District and minimizing the use of Social Security numbers. While the District may ask for Social Security numbers for such purposes as those required by Federal or State law or related to employment and financial aid, Social Security numbers will not be disclosed outside the District except as required by law or approved by the individual.

**2. COURSE INFORMATION – Please complete either Section A (District Course) OR Section B (Adult & Community Education or Community College/University Course).**

**Section A - Complete this section if you attended a course offered by the District.**

- Check One:  Curriculum & Staff Development Center  
 School/Department Inservice

Course Number/Title \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Time(s) \_\_\_\_\_ Total # of Hours \_\_\_\_\_

**Section B - Complete this section if you completed an Adult & Community Education Course or Community College/University Course.**

- Check One:  Adult & Community Education Course  
*Attach a certificate of completion showing date(s) and time(s) attended.*  
 Community College/University Course  
*Attach a copy of an official transcript.*

Course Title \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Time(s) \_\_\_\_\_ Total # of Hours \_\_\_\_\_

- Please select the area that best describes the content of this training. (Check One)**
- Technology (53003702)  Food Service (38505702)
  - Customer Service (38506014)  Transportation (38515702)
  - Maintenance & Custodial (38510702)
  - Paraprofessional Training (38409725)
  - Office Personnel (Clerical, Secretary, Bookkeeper) (38509702)
  - Other (please describe content) \_\_\_\_\_

**#3. PRINCIPAL'S/SUPERVISOR'S VERIFICATION OF ELIGIBILITY**

As Principal/Director or Supervisor, I verify that this course is held outside regular work hours for the above named employee and is relevant to the above named employee's position (job-related).

Principal/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**#4. INSTRUCTOR'S VERIFICATION OF SUCCESSFUL COURSE COMPLETION**

As the Course Instructor, I verify that the employee named above successfully met the course objectives and fulfilled the attendance policy for the course.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPALC Article 15.071 and Processing Instructions are available on the CSDC website at [www.leeschools.net/dept/curr/forms/forms.htm](http://www.leeschools.net/dept/curr/forms/forms.htm)

CURRICULUM & STAFF DEVELOPMENT CENTER USE ONLY											
CSDC Approver Initials			Date Reviewed			Training Incentive Hours Authorized					
Component Title											
Component Number											
Delivery Method	A	Primary Purpose	E	Evaluation Method	P	Follow-up Method	B	Support Specialist			Date Entered