

**Letter of Agreement  
Evergreen Education Association  
Evergreen Public Schools  
Professional Fund Substitutes Usage Procedure**

The Evergreen Education Association (EEA) and Evergreen Public Schools (EPS) agree to the following procedure for utilizing the professional fund substitutes, as provided in ARTICLE VI - BASIC WORK YEAR / EXTRA DAYS / ELEMENTARY CONFERENCES / CALENDAR / EMERGENCY SCHOOL CLOSURE SECTION D – Professional Fund of the collective bargaining agreement:

On September 1 of each academic year, the District shall send an email notice to all employees, reminding them a pool of \$25,000 (adjusted annually for COLA) shall be available to the bargaining unit to provide substitutes for self-directed professional development offerings.

An employee may submit a request for one (1) to two (2) day(s) substitute, to the designated Evergreen School District Human Resources Professional Development email address, available as a link on the District internal employee portal.

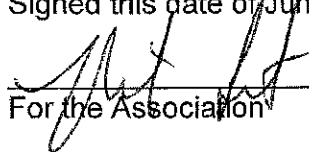
The employee shall indicate the title and date (s) of the identified professional development offering in the email, which shall serve as his/her confirmation that the offering is related to his/her major area of certification.

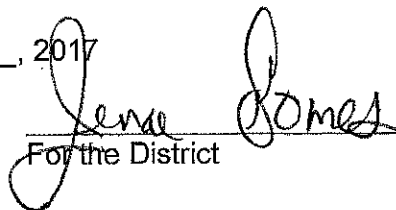
The request shall be deemed approved upon submission, and the employee shall receive a confirmation email from Human Resources within 5 days of submission. In the case that the pool has been exhausted the District shall create an automated email response, notifying those requesting professional substitute release days that the pool has been exhausted for the respective school year.

After the employee has received confirmation, he/she shall request a substitute, coded as "X." The employee assumes responsibility to communicate the professional development absence with his/her supervisor and for creating substitute lesson plans for his/her absence.

Professional Development Substitute requests will not be granted to extend a national holiday or scheduled winter or spring break.

Signed this date of June 7, 2017

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the District

**ARTICLE VI - BASIC WORK YEAR / EXTRA DAYS / ELEMENTARY  
CONFERENCES / CALENDAR / EMERGENCY SCHOOL CLOSURE**

**SECTION D – Professional Fund**

The allocation will be \$1500 for each full-time employee per school year. Part-time employees will be credited on a pro-rata basis. The fund may be used for reimbursement or compensation as specified below.

**1. PROFESSIONAL FUND SUBSTITUTES**

Beginning in 2017 - 2018, and each year thereafter, the District shall provide a pool of \$25,000, adjusted annually for COLA, for the purpose of providing substitutes for individually selected, scheduled, and approved professional development offerings. Application for usage of such days shall be administered by the District, and must be used for attendance at professional development opportunities related to the individuals' major area of certification. Usage of such days is based on first requested, first approved requests until all pool dollars are exhausted. Individuals may request up to two (2) days per contracted year.