

**SUBJECT:      PROFESSIONAL DEVELOPMENT**

The allotments for each department are based on the following method:

Grade 1 through 9	-	\$250.00 per employee
Grade 10 through 14	-	\$350.00 per employee
Grade 15 and above	-	\$500.00 per employee

The following priorities were established in granting the professional development funds:

1. Memberships were granted if reasonable.
2. Course fees over and above the allotted amount were assigned.
3. Conference fee monies were assigned where possible with remaining funds.

Professional development monies are found in each Director's budget. The Director may choose to allocate funds for professional development provided money exists for this purpose.

Note: This provisional procedure is subject to change through negotiations with employee groups.