

## Professional Development Form

### Fund Guidelines

The Individual Fund (\$500) is for individual Professional and Management employees to use for their own personal training and development. These funds will be allocated at the beginning of the fiscal year and will be effective for the current fiscal year, July 1st through June 30th.

Examples of appropriate items include:

- a. Business, professional books and journals
- b. Certifications, instruction and testing
- c. Training classes and tuition, related to current or future City employment
- d. Professional organizations/memberships
- e. Conferences and travel for conferences based on Travel Policy

It is recommended employees discuss their professional development goals with their supervisor as a part of the annual performance review process. Individual Fund reimbursements will take place after expenditures are reviewed approved by the Department Director or designee, and submitted to ASD Payroll (approval form below).

This amount is not taxable.

The Department Fund (\$1,000 per M&P employee) is for departmental training and development. Examples of appropriate items are all of the above plus coaching, team building, group dynamics. The Department Fund is used at the discretion of each Director and may be allocated among eligible employees according to need and business demands.

Department Funds will be allocated to each department at the start of each fiscal year and assigned a specific cost code.

---

### Approval of Professional Fund expenditures

I have reviewed and I approve the expenses submitted by \_\_\_\_\_ [employee name] for Professional Development for the Fiscal Year \_\_\_\_\_. Receipts for expenditures are attached and tally \$\_\_\_\_\_.

[Employee Signature] \_\_\_\_\_

[Department Director or Assistant Director Signature] \_\_\_\_\_

***Please forward to payroll after required signature***

[Employee Number] \_\_\_\_\_

Payroll code: **5230**

(Date) \_\_\_\_\_