

Wayland Education Secretaries' Association (WESA) Professional Development In-House Training Request Form

Article XIV, Section 14.7: Training or Additional Hours – The parties agree to establish a \$5,000 annual fund for 2014-2015, 2015-2016, and 2016-2017 to be used for in-house training. These funds would be used at the principals' discretion to be paid at the hourly rate of the member attending designated trainings. Members may request compensation for specific job-related trainings outside of their work week.

PART I:

Name (please print): _____

School: _____ Position: _____

Description of Training: _____

Estimated Number of Hours: _____

How will this training enhance/improve your performance in your specific job: _____

Approval to Participate:	_____	"	_____	"
	<i>Uki pcwt g"qhlRt kpekrcn'</i>			<i>Fcvg"</i>

PART II:

I have completed the above-listed training on the following date(s): _____

Number of hours attended: _____

Signature of WESA Member: _____	Date: _____
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Payment Authorization:	_____	"	_____	"
	<i>Uki pcwt g"qhlRt kpekrcn'</i>			<i>Fcvg"</i>

PART III (to be completed by Office of Assistant Superintendent):

# Hours	Hourly Rate of Pay	Total Compensation

Approved for Payment:	_____	"	_____	"
	<i>Uki pcwt g"qhlCuakncpv'Uwr gt kvvgpf gpv'</i>			<i>Fcvg"</i>