TO: Classified Staff

FROM: Payroll Office

RE: Workshop Stipend

In accordance with the Collective Bargaining Agreement between SEIU and Port Townsend School District No. 50, the District will make available or designate job-related personal growth workshops for all employees. For attendance at those workshops the District will provide a stipend of up to $100.00 per employee for attendance at four (4) hours of workshops. These shall be in at least two (2) hour increments.

Please use the following form to be paid the stipend for attendance at an approved workshop.

Workshop Attended: ________________________________

Date of Workshop: ________________________________

Hours Attended: ________________________________

Signature: ________________________________
Employee

Approved: ________________________________
Principal/Supervisor

Date: ________________________________

Rev: 1-2021