

EDUCATIONAL STIPEND PROGRAM

Per calendar year, and depending on the Principals' decisions on discretionary spending, PCA offers each employee an educational stipend of 12 hours and \$500 to be used for professional development. This stipend is intended to cover registrations costs for seminars, conferences, workshops, etc., and time off to attend such events. All requests must be submitted for approval using the "Request for Education Budget Reimbursement and Time Off" form. Each request will be evaluated based on its relevance to the work that PCA does. Employees using this stipend may be asked to share what they have learned with the office in the form of a brief presentation. Requests should be submitted at least two weeks before the event. All time and expenses should be charged against 7.0X.

WORKFORCE TRAINING FUND PROGRAM

PCA has received a Workforce Training grant through the State of Massachusetts and managed in partnership with Built Environment Plus (The USGBC MA Chapter). PCA will engage in job-specific training for 24 months beginning in 2020 and ending in 2023. Per calendar year each employee will have an allowance of 24 hours to be used towards the grant courses. During this time the "standard year" stipend will be suspended. Principals may allow employees to use the benefit at their discretion.