TECHNICAL SUPPORT PROFESSIONALS (TSP) CONTINUOUS IMPROVEMENT FUND (CIF) GUIDELINES/PROCEDURES
ONLY ONE APPLICATION PER EMPLOYEE

ELIGIBILITY
TECHNICAL SUPPORT PROFESSIONALS (TSP) employees with eight (8) or more years of service with Broward County Public Schools.

COMMITTEE
Committee is comprised of three (3) representatives from BTU-TSP and three (3) representatives from the Broward County Public Schools.

MAXIMUM ELIGIBILITY AMOUNT
Up to three (3) Continuous Improvement Educational Activities (CIEA) not to exceed a total combined amount of $2,500.

GUIDELINES
➢ This is a reimbursement fund for approved TSP applicants.
➢ No guarantees are made of funding for any activity.
➢ Continuous Improvement Educational Activities (CIEA) eligible for reimbursements include Seminars, Workshops, Courses, and Technical and College Level coursework.
➢ Only one application per fiscal year
➢ Applications are reviewed and funded following review and approval by the TSP-CIF Committee and may be further based on a first come first serve basis, contingent on the availability of funds.
➢ Participant is expected to initially fund the learning opportunity.
➢ The TSP-CIF Application is electronic and available online under the dedicated TSP-CIF dedicated portal of the [Non-Instructional Website](#).
➢ It is the applicant's responsibility to ensure the application is submitted and received by the deadline date. An application is not considered submitted until it is received and acknowledged by the administrator.
➢ For the 2022-2023 school year, the application period is October 10 – November 13, 2022.
➢ All CIEAs must take place between June 1, 2022 - May 31, 2023.
➢ All CIEAs must be completed on or before May 31, 2023.
➢ All documentation must be submitted by June 1, 2023 of the approved fiscal year.
➢ Applicants who voluntarily resign employment with SBBC or are terminated are not eligible for reimbursement.
➢ For courses that give a letter grade, approved applicants must successfully earn a grade of C or better to receive reimbursement.
➢ The application must be accurate and all the applicable portion(s) completed. Incomplete applications will NOT be processed. It is the applicant's responsibility to provide all information accurately and in a timely manner.
➢ The application review period will take place during the month of December 2022 by the TSP-CIF Committee.
➢ Approved applicants must complete the TSP-CIF Reimbursement Request Form in its entirety and applicable documentation (as outlined on the form below each category) to receive reimbursement.
➢ TSP Committee Members who also happen to apply must abstain from voting on their own application.

- Approval of the TSP-CIF does not guarantee the approval of the Director/Administrator to attend training, conferences, etc. It is the employee's responsibility to obtain approvals and complete the appropriate District documents when applicable.
- YOU MUST ATTEND THE REQUESTED ACTIVITY/TRAINING/CONFERENCE/WORKSHOP/COURSE TO RECEIVE REIMBURSEMENT. *In the event that the employee is requesting reimbursement for a CIEA that he/she paid for and later failed/did not attend/complete due to extenuating and unforeseen circumstance(s), the employee may request reimbursement consideration in writing to the committee. The employee must have made a good faith effort to request a refund from the provider of the CIEA first. The employee is to provide proper and verifiable documentation showing an extreme emergency as to the reason for the failure in attendance and the results of the refund request. Such documentation is not a guarantee for reimbursement. Such decision will rest solely with the committee and decisions by the committee are final.*
- The TSP-CIF Committee reserves the right to review and change the criteria for future eligibility.
- A rubric has been created to help guide in evaluating applications with clear and consistent guidelines. Each applicant must make a case within their application for each activity or course being requested and applications will be ranked in accordance with the established rubric.
- TSP-CIF applicants must identify and provide a learning experience that aligns with the applicant's position or a position in his/her job family.
- Applicant must be reappointed for the TSP-CIF Program Year in which the application is submitted, approved and for which the reimbursement is made.
- Reimbursements are only made to employees in good standing with Broward County Public Schools.
- Activities or courses paid by grants or scholarships do not qualify for reimbursement and reimbursement submissions will not be applicable or accepted. The employee must show documentation/evidence that the activities or courses were paid from a source other than / not from a grant/scholarship. This is based on established business practice and guidance from Accounting & Financial Reporting and the Budget Office.
- Employees will receive notification of the TSP-CIF committee's decision following the TSP-CIF Committee Application Review period. A status e-mail will be sent to the email address provided in the TSP-CIF application and or District provided email address.
- Continuous Improvement Educational Activities (CIEA) eligible for reimbursements include Seminars, Workshops, Courses, and Technical and College Level coursework. Books, supplies, student/athletic fees, license fees, exam fees, parking fees, travel, transportation, lodging, meals or late fees ARE NOT ELIGIBLE FOR REIMBURSEMENT.
- The committee will consider funding membership fees to an organization only if the total cost of the CIEA including membership fees results in a net savings to the TSP-CIF program. Applicants would need to show documentation of savings to the TSP-CIF committee.
- The TSP-CIF Committee reserves the right to make changes to procedures and processes in whole or in part to improve the TSP-CIF program; decisions made by the committee are final.

Reference Document: BTU-TSP Collective Bargaining Agreement - Appendix E

Original 9/3/2014	**Revised 2/18/2015**	**Revised 9/29/2019**
Revised 10/15/2014	**Revised 9/17/2015**	**Revised 9/8/2020**
Revised 10/20/2014	**Revised 10/13/2016**	**Revised 9/24/2021**
Revised 11/25/14	**Revised 10/4/2017**	**Revised 7/5/2022**
Revised 12/1/2014	**Revised 10/9/2018**	**Revised 10/4/2022**
Revised 12/4/2014	**Revised 5/13/2019**	
Revised 12/8/2014	**Revised 9/24/2019**	