

PORT TOWNSEND SCHOOL DISTRICT NO. 50
1610 Blaine St
Port Townsend, WA 98368

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: _____