

**Professional Fund Allocation (2023-24)**

NAME \_\_\_\_\_ Date \_\_\_\_\_

Building/Site \_\_\_\_\_ Position \_\_\_\_\_

All certificated full-time employees shall receive a **\$1371.90** Professional Fund Allocation (PFA) this year. Part-time employees shall receive this allocation on a pro-rata basis.

The compensation fund allows the certificated employee to be paid for non-contract time used individually or collaboratively for such professional activities as: (1) the District/site strategic and/or improvement plans; (2) the employee’s evaluation; (3) curriculum frameworks; (4) student assessment; (5) National Board, PRO TEACH, or other professional certification activities; (6) student focused activities or (7) Professional Learning Collaboration focused work or other activities as mutually agreed to between the certificated employee and principal.

\_\_\_\_\_ I accept the PFA. I understand that this compensation is subject to applicable taxes through the payroll process, and I will receive this compensation in March 2023.

\_\_\_\_\_ In accepting this PFA, I am agreeing to fulfill the expectations of non-contact time professional activities such as those listed above.

\_\_\_\_\_ I affirm my professional activities will support my work and goals associated with the evaluation process.

Acceptance of the PFA, completion of this form by the last working day in September, final signature on my mid-year check and summative evaluation, and my signature below constitute all documentation required for successful completion of payment.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and submitted to your administrator no later than the ~~last working day of September~~ **October 6 this year due to delayed start.**