

**Instructions for Sub Reimbursement Vote
for 2024-2025 Funds**

- Feel free to use this sample ballot or another method of survey that includes the context, question, and way of connecting vote to department
- When selecting your method of voting, be mindful that you will need evidence of your vote – paper ballots, an electronic form total – to complete the Reporting Form
- This vote requires 2/3 approval (with abstentions recorded as “no” vote) of each department: SAEOP, Paraprofessional, and Certificated
- These votes should be recorded and submitted to SEA and SPS by sharing the results of the vote with
 - o SPS Reporting: Your BLT
 - o SEA Reporting: Reporting Form

Note: You must report each department’s vote separately to the BLT and on the Reporting Form for each unit’s determination of the use of funds. This means you will complete the Reporting Form three times – once for each department

Ballot for 2024-2025 Sub Reimbursement Policy

The SEA Collective Bargaining Agreements covering Certificated Non-Supervisory, SAEOP, and Paraprofessional district employees include provisions for reimbursement to schools in specified instances where a substitute is requested for a job, but the job fails to fill. In these situations, funding that otherwise would have been spent for the substitute is reimbursed to impacted schools.

Circle one:

As a PARA/SAEOP/CERT, which policy do you want to adopt?

- 1) Funds should directly compensate individual employees for coverage of the unfilled position(s).
- 2) Funds should be pooled together and set aside in school budgets for a use or uses determined by a vote of our bargaining unit
- 3) Abstain – I am not voting on this policy

**Instructions for Sub Reimbursement Vote
for 2023-2024 Unspent Funds**

- Feel free to use this sample ballot or another method of survey that includes the context, question, and way of connecting vote to department
- This vote requires 2/3 approval (with abstentions recorded as “no” vote) of each department: SAEOP, Paraprofessional, and Certificated
- This vote is only reported to SPS by your leadership team

Ballot for 2023-2024 Unspent Sub Reimbursement Funds

Unspent funds rolled over from previous school years can be dispersed pursuant to a vote of each bargaining unit. Money not spent in one school year will not be swept back into the general budget. Principals and BLTs do NOT control decisions on these funds. Funds may not be spent without a vote of each bargaining unit on the reimbursement policy to be used.

Please note:

- i. After this vote is recorded, the result cannot be changed.
- ii. Employees who no longer work at the school cannot collect funds.
- iii. Employees who were not assigned to the building in previous years may not collect funds from those previous years.

Circle one:

As a PARA/SAEOP/CERT, which policy do you want to adopt?

- 1) Impacted employees will be reimbursed for each unit of time they cover for the unfilled position by submitting the payroll substitute reimbursement form. Funds for positions unfilled by individuals will be distributed to the school's/program’s substitute unavailability account quarterly.
- 2) Employees in the bargaining unit will divide the total amount of sub unavailability funds among all members of the bargaining unit based on the FTE of each employee quarterly. Individual reimbursement will not be provided under this option.
- 3) Sub reimbursement money will be allocated for a specific use (e.g., used for purchase of supplies, equipment, or used as an emergency fund. Please note the targeted use of the funds on the space provided below. Individual reimbursement will not be provided under this option