

SECTION 8

STAFF DEVELOPMENT/PROFESSIONAL GROWTH

A. Tuition Reimbursement

1. General Provisions

Up to \$600 per academic year may be requested for reimbursement of tuition and other fees associated with courses completed at Glendale College or at any other accredited institution (see eligibility below). Reimbursement is awarded upon completion and submission of Staff Development forms with a copy of the transcript or grade report and registration amount. The reimbursement amount is subject to fund availability. Please note that the reimbursement amount mentioned above is subject to available District funding and not a guarantee. (CBA, Article XX, Section 11)

2. Eligibility

Although classified employees are eligible to attend Staff Development Workshops upon being hired, they must have passed probation and have been employed with the District for a total of 12 months before they are eligible to apply for any monetary compensation. Only completed courses, classes (with a grade of C or higher), seminars, or job related training will be considered for tuition reimbursement. Approved classes taken on the employee's own time (Personal Necessity time, Vacation time, Personal Time Without Pay, and Non-duty Time) may receive tuition reimbursement, subject to budget limitation. Approved classes taken on District time will either receive tuition reimbursement or be paid for by the District after approval of the Professional Growth Committee, subject to budget limitations. If the District requires that the employee take a course, class, seminar, or job-related training, the tuition will be paid in advance. An employee cannot receive staff development funds for tuition reimbursement if the employee is receiving reimbursement from any other source for the same activity. (CBA, Article XX, Section 2 and 10)

3. Procedures

To receive tuition reimbursement, employees must have an approved Plan of Action form on file with the Staff Development Office (see the Forms section of this handbook). Upon completion of a class or classes, the employee should contact Staff Development and request, complete and submit the following forms:

- Conference or Travel Request form, with only the top half fully completed showing your name, address (home) name of college attended, and the dates the class(es) began and ended. Sign the top half as the employee submitting the request and date it. Your supervisor's signature is not required.
- A transcript or grade report showing completion of the class or classes.
- A receipt from the institution showing payment of tuition.
- An application for Tuition Support for Retraining.
- An application for Evaluation of Training/Retraining.

Note: Only fully completed applications and paperwork will be accepted.

Within ten (10) days, the Staff Development Officer shall verify the documentation, approve the expenditure if appropriate, and submit authorization to the Purchasing Department.

The employee shall receive a reimbursement check within fifteen (15) days from the Purchasing Department's receipt of the expenditure approval.

B. Conference Reimbursement

1. General Provisions

The Board of Trustees authorizes members of the faculty, classified staff, administration, and Board of Trustees to participate in off-campus conferences, meetings, and similar activities that will be beneficial to the enhancement of Glendale Community College programs and services. In order to receive reimbursement for conference attendance, employees must have the travel request approved by the employee's immediate supervisor, the Staff Development Officer and by the Superintendent/President for all travel within the State of California. Travel and Conference Request forms must be completed and on file prior to any trip. There are two primary reasons for this requirement: (1) all employees and Trustees are covered by District-paid Worker's Compensation and Life Insurance Coverage which could be in jeopardy if any injury or accident occurs while an employee is away from the immediate area unless an approved travel request is on file (2) the procedure stipulates that funds for District-paid travel must be available in the appropriate budget account for such travel to be approved.

Up to \$600 may be requested for general conference participants and up to \$800 for conference presenters. The amount actually approved for reimbursement will vary according to many factors, including availability of funds, purpose and overall expense of the conference, and the amount of the contribution for the requester's division or department. Reimbursements for part-time employees are available, and the amounts are calculated on a pro-rata basis.

2. Eligibility

Classified employees must have passed probation and have been employed with the District for a total of 12 months before they are eligible to apply for monetary compensation. Before requesting funds from Staff Development for conference reimbursement, ask your immediate supervisor or Division Chair for area contributions for your conference/seminar. To receive conference reimbursement, Classified Staff are required to route the travel request form through their immediate supervisor and Superintendent/President for prior approval.

3. Procedures

All conference attendees and presenters must complete the following forms and submit them to the Staff Development Office:

- Convention/Meeting or Travel Request Form
- Staff Development Conference/ Seminar/ Travel Request Form
- Evaluation of Conference/Seminar Form

Complete the top half of the Convention/Meeting or Travel Request Form and have it signed by your immediate supervisor or Division Chair. Be careful not to make rough estimates for airfare or hotel costs. What you ask for now and can later document with receipts is the amount which will be allocated for your use. Fill out the top half of the remaining forms, staple a copy of the conference registration information to the Convention/Meeting or Travel Request form and submit all to the Staff Development Office. Save the Staff Development Evaluation of Conference/Seminar form until your return.

The Staff Development Office will process your forms and send them to the Purchasing Department. Purchasing will assign a "trip number" and set aside the total amount to be funded next to "TOTAL ESTIMATED EXP," on the Convention/Meeting or Travel Request form. These papers will be returned to you from Purchasing. If you requested an advance, Accounts Payable will issue one shortly. If you have any questions regarding the status of your advance, please call Accounts Payable at ext. 5133.

Within (30) thirty days of return from the conference, fill in the bottom half of the District Convention/Meeting or Travel Request Form and sign it. Staple receipts for expenditures, including transportation costs (copy of airline ticket, receipts from taxi or shuttle drivers, copy of car rental papers) hotel bill, conference registration receipt, and a record of meal costs. Submit the signed form and packet of receipts to Accounts Payable to have your reimbursement processed. If you have any questions on the status of your reimbursement, please call Accounts Payable at ext. 5133.

Complete the Staff Development Evaluation of Conference/Seminar Form and submit it to the Staff Development Office.

C. Classified Professional Growth Units (CPGUs)

Professional Growth Units can be earned by attending the following:

1. College and University Courses

Only classes taken twelve (12) months or more after your permanent (part or full-time) hire date will be considered for CPGU credit. Approved college courses, completed with a passing grade of C or better will receive ten (10) professional growth credit units for each three (3) semester units or equivalent quarter units of class attendance. (CBA, Article XX, Section 8A)

(For Example, 6 semester units or 9 quarter units = 20 PGU's = \$20 stipend)

a. Completed coursework:

1. Obtain and complete a Personal Plan of Action Form (See Forms section of this handbook)
2. Attach one of the following forms of verification that you passed the class(es): transcript, grade reports, or a letter from the instructor.
3. Submit the packet to the Staff Development Office for review. When your plan and classes are approved, the Staff Development Office will notify you and forward your approved plan to the Office of Human Resources for tabulation.

b. Future coursework:

1. Obtain and complete a Personal Plan of Action form (See Forms Section of this handbook)
2. Submit the Personal Plan of Action to the Staff Development Office for review. When your plan is approved, the Staff Development Office will notify you.
3. Once your classes are completed, submit to the Staff Development Office (1) the approved plan, (2) verification that you passed each class together with (3) a memo stating you'd like the units applied toward a stipend. The Staff Development Office will review the units submitted and forward them to the Office of Human Resources for tabulation.

2. Staff Development Workshops

Each time you attend a Staff Development workshop, sign the roster and obtain from the presenter, a Verification of Attendance form. Save your verifications until you have 20 units or more, remember that every 3 hours equals $\frac{1}{2}$ unit of credit. Submit your verifications to Staff Development. (CBA, Article XX, Section 8B)

(For Example, 120 hrs. of workshops = 20 CPGUs = \$20 stipend)

3. Conferences, Workshops and Other Training

One-half ($\frac{1}{2}$) a professional growth unit will accrue for each three (3) hours of workshops or conference attendance. Forms which the employee may use to verify the professional growth credit units will be available in the Staff Development Office. Save your verifications until you have 20 units or more. Remember that every six (6) hours equals one (1) unit of credit. Submit your verifications to the Staff Development Office with a memo stating you'd like the units applied toward a stipend. (CBA, Article XX, Section 8C)

(For Example, a three-day conference = $24\text{hrs.}/3 = 8 \times .5 = 4$ CPGU's)

4. Seminars and Other Job Related Vocational Training

Five (5) professional growth credit units will accrue for each workshop or conference attendance that lasts five (5) days or longer. Forms, which the employee may use to verify the professional growth units will be available in the Staff Development Office. (CBA, Article XX, Section 8D)

D. Stipends

Employees will be given their choice of receiving either five percentage (5%) points on job-related examinations for every thirty (30) professional growth credit units completed to a maximum of fifteen percentage (15%) points or a twenty dollar (\$20) per month stipend for each twenty (20) professional growth credit units completed to a maximum of one-hundred eighty dollars (\$180) per month. Please note that Professional Growth Credit came into effect Spring 1992, therefore CPGU credit (not stipend) will be retroactive to that date. (CBA, Article XX, Section 12B)