UMPQUA COMMUNITY COLLEGE

STAFF DEVELOPMENT FUND GUIDELINES FOR ADMINISTRATIVE/EXEMPT EMPLOYEES

1. The Administrative/Exempt Staff Development Fund exists to help UCC administrators and exempt employees attend workshops, seminars, conferences, and classes which enhance their ability to perform their jobs or promote career growth. Funds will not be awarded for thesis credits or research work for a graduate degree, professional membership dues, books, tapes, or other materials. Department or division funds are to be used for activities that are required by a supervisor.

2. The Committee consists of five members. The HR Systems & Benefits Coordinator is a permanent member. The other four members serve on a volunteer basis for two-year, alternate year rotation basis. Volunteers will be recruited at the beginning of each fiscal year.

3. This Guidelines/Application document can be found on the Human Resources web page under "Employee Forms" in the "Employee Miscellaneous" section.

4. A maximum of **$500** per person may be awarded each year and is subject to availability of funds. The maximum award amount may be adjusted at the discretion of the Committee, and, if and when adjusted, will be communicated to all eligible employees. Awards and fund balance will be tracked by HR Systems Coordinator.

5. Applications will be considered on a first-come, first-serve basis as long as funds are available, but priority will be given to applicants who have not previously submitted an application for the current fiscal year. Approximately one-half of fund balance can be awarded July 1 through December 31, and the other one-half available January 1 through June 30.

6. To be considered for Staff Development Funds, the Application must be fully complete with pertinent explanatory information attached, such as activity agenda and documentation of related costs involved. The application must include the signature approval of the applicant's immediate supervisor. If the activity is out of state, the usual travel procedures are to be followed, which includes out-of-state travel approval by the President.

7. Application for staff development funds is to be submitted to HR Department well in advance so that the request can be approved or denied prior to start of activity and before any registrations, reservations, etc., are made. The HR Director is the final approver for awarded funds.

8. The Committee will consider applications and award funds via email, and the committee's decision will be communicated immediately to applicant via email. Email will include instructions for receiving funds (see "Instructions" below). A copy of approved or denied application will be returned to applicant via email attachment.

9. Personal reimbursement (for meals, tuition, etc.) will be made after completion of the activity. The Request for Reimbursement form, with receipts attached, must be submitted to HR within **5 business days** following completion of the activity.

10. Tuition reimbursement requires a passing grade. Documentation of passing grade and tuition receipt should be attached to a Request for Reimbursement form.

11. Advance payment can be made for approved registration fees, lodging, etc., provided complete information is submitted to HR Systems Coordinator, who will create purchase orders and request Accounts Payable to make payment. The Accounts Payable Specialist will be given copies of travel requests, etc.

12. If registration, etc., is charged to a college credit card for an approved staff development activity, contact HR Systems & Benefits Coordinator for the budget code to use.

INSTRUCTIONS:

A. Fully complete the two-page Application for Staff Development Funds (see below).

B. Attach agenda, brochure, and/or other documentation of costs, location, and date of activity.

C. For an out-of-state activity, which must be approved by the President, attach Travel Request form.

D. Submit Application and supporting documentation to HR Department in advance of activity and prior to registering or paying fees, etc.

E. The application will be considered by the Committee through an email process.

F. The Committee's decision will be emailed to the applicant. A copy of the approved/denied application will be attached to the email.

G. If an advance payment is required, such as for registration or lodging, submit complete information to HR Systems Coordinator.

H. To obtain personal reimbursement for approved costs, submit receipts to HR within 5 days of completion of the activity.

UMPQUA COMMUNITY COLLEGE

ADMINISTRATIVE/EXEMPT
APPLICATION FOR STAFF DEVELOPMENT FUNDS

Name: _____ Ext: _____

Title: _____ Division/Dept: _____

Purpose of Activity: _____

Location of Activity: _____ Date of Activity: _____

FILL OUT APPLICATION COMPLETELY
Attach brochures, flyers, etc.
listing pertinent information about the
activity, including costs.

DEPT OR PERSONAL FUNDS		STAFF DEVELOPMENT FUNDS	
Registration	$ _____	Registration	$ _____
Travel *	_____	Travel*	_____
Air Fare	_____	Air Fare	_____
Meals *	_____	Meals*	_____
Lodging	_____	Lodging	_____
Tuition	_____	Tuition	_____
Other _____	_____	Other _____	_____
TOTAL	$ _____	TOTAL	$ _____

*for current reimbursement rates, see: HR web page, Employee Forms section, in the "Employee Miscellaneous" box at the bottom of the page (Travel Reimbursement Information)

MAXIMUM AWARD IS $500 PER PERSON PER YEAR

Is the activity related to college or departmental goals? If so, how?

In your own words, please tell the committee why you want to participate in the proposed activity, what you hope to gain from it, and how your attendance will benefit the college.

Additional comments which you, *or your supervisor*, feel will assist the committee in its review of your application.

ATTACH BROCHURES, FLYERS, ETC., THAT DOCUMENT ACTIVITY, INCLUDING COSTS.

Applicant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

RETURN COMPLETED APPLICATION TO HR DEPARTMENT