

2012-2013
Central Oregon Community College
Classified Staff Request for
PROFESSIONAL IMPROVEMENT FUNDS

Name: _____ Employee ID #: _____

Job Title/Department: _____ Date: _____

Work Mailing Address: _____ Telephone Ext: _____

Workshop/Class Title: _____

Date(s), Times & Location of Event: _____

Is this a _____ weekend or _____ weekday event?

If this is a weekday event, can you arrange for work coverage? _____

Did your supervisor require, or request that you take this course for job purposes? _____

Have you successfully completed your six-month probationary period to be eligible for staff tuition waiver? _____

How will this experience be of benefit to you and COCC? _____

What are your plans to share the information gained? _____

Give detailed accounting /breakdown of total costs, registration, reimbursement, lodging, etc.

Total amount applying for \$ _____

Prior funds requested this fiscal year \$ _____ (July 1 – June 30)

Note for Fiscal Services: Please make check payable to: _____

Address: _____

or transfer to account #: _____

Date _____

Signature of Applicant

Signature of Supervisor

Signature of Committee Chair

Signature of Committee Member

Signature of Committee Member

Please attach copies of agenda/information, flyers, etc. to request.

When completed, send information to Committee Chair: Carol Hussion (Metolius 105B) 541-383-7228

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APPLICATION APPROVED: _____

APPLICATION DENIED: _____

AMOUNT APPROVED: \$ _____

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HR-12-1 Guidelines for the Award of Classified Staff Professional Improvement Funds

Revised 10/5/2012

The Professional Improvement Fund is provided by the College in accordance with Article 21, Section 3 of the COCC/CACOCC Collective Bargaining Agreement. It is administered by the Classified Association of Central Oregon Community College and is open to all Classified Association members, in good standing in the association and on regular status.

- Funds requested for job-related COCC courses may not be approved if it is determined they are payable under Article 21, Section 2 of the Classified Bargaining Agreement.

Article 21, Section 2: “With the approval of the supervisor and the Director of Human Resources (or designee) an employee may take a job-related COCC course; the course shall be free of tuition and fees and class time need not be made up.”

- Whenever possible, trainings should be taken locally rather than traveling out of the area
 - A request for travel may be denied if the same training will be offered locally on a different date
- Hotel expenses up to \$120/night will be reimbursable when traveling outside the area for professional improvement
 - Bookings should be made directly through the hotel, rather than using a travel website
 - Classified Members should ask for any educational discount when booking a hotel
 - An itemized receipt from the hotel must be submitted for reimbursement
 - This can be obtained at checkout
 - Only the room charges will be reimbursed up to the approved nightly amount - no amenities, even if it falls below the approved nightly rate
- Per-Diem and mileage reimbursement will be per COCC approved rates
- Up to \$500 may be requested by any member of the Association in a fiscal year based on the guidelines below:
 - The \$500 amount will be prorated to the member's employment status (\$500 for FT; \$375 for 3/4 time and \$250 for 1/2 time – per fiscal year)
 - The committee has full discretion of funding approval
 - Remember that all members have right to funding and, therefore, the committee may approve a lower amount to ensure funds are available for other members later in the year
 - Employees must be a regular status employee in good standing, having passed their probationary period
 - Managers and Administrators should never assume that \$500 will be supplied to classified workers for this fund – please refer them to the committee chair
 - Actual funding is dependent on funding availability
- Members may be asked to share what they learned or post a summary to the Classified Staff folder
 - Refusal to do so may negatively impact future reimbursement requests
- It is the member's responsibility to return any paid funds for classes, trainings and/or books/supplies that they dropped, returned or did not attend
 - Failure to do so may result in the denial of future requests

In addition, the content of the material or workshop, etc., should meet one of these additional criteria

- The information is relevant to the staff member's job
- The information will improve the staff member's knowledge and skills professionally and personally, enhancing their job performance and the job performance of their work group when shared
- The staff member is working toward a degree from an accredited school and the request is related to class or course work being done for that degree

Repeat attendance at annual conferences is permissible if the conference falls within the above guidelines, and the content is new to the employee, or if COCC is strengthened by the representation. Travel money may be awarded when departmental resources for travel are not available for workshops, conferences, or classes that are job specific.

Committee: Carol Hussion, Chair Raquel Meyers, Member Candace Simpson, Member