

**2013-2014**  
Central Oregon Community College  
Classified Staff Request for  
**PROFESSIONAL IMPROVEMENT FUNDS**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Job Title/Department: \_\_\_\_\_

Telephone Ext: \_\_\_\_\_

Employment Status:     **Please circle one**            FT,   PT,   3/4,   1/2

Workshop/Class Title: \_\_\_\_\_

Date(s), Times & Location of Event: \_\_\_\_\_

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, etc.

Total amount applying for \$ \_\_\_\_\_ (**Maximum \$125 request until funds are re-evaluated in May**)

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

**Note for Fiscal Services:**    Please make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

or transfer to account #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant     (date)

\_\_\_\_\_  
Signature of Supervisor (date)

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\_\_\_\_\_  
Signature of Committee Chair (date)

\_\_\_\_\_  
Signature of Committee Member    (date)

\_\_\_\_\_  
Signature of Committee Member (date)

Please attach copies of agenda/information, flyers, etc. to request.  
Send to Committee Chair: Carol Hussion (Metolius 105B) 541-383-7228

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**FOR HUMAN RESOURCES USE ONLY**

**APPLICATION APPROVED:** \_\_\_\_\_

**APPLICATION DENIED:** \_\_\_\_\_

**AMOUNT APPROVED:** \$ \_\_\_\_\_

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HR-12-1 Guidelines for the Award of Classified Staff Professional Improvement Funds  
Revised 7/01/2013

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.”**

- Funds will be distributed on reimbursement only – no advances will be granted
  - Funds are not guaranteed on prepaid seminars
    - In order to determine approval, consult committee chair prior to commitment
  - No travel / hotel or per diem will be paid from this fund
- Up to \$500 may be requested by any member of the Association in a fiscal year based on the guidelines below:
  - Committee may approve the 1<sup>st</sup> \$125 at initial submission then in May members can resubmit for the balance
  - The \$500 amount will be prorated to the members 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
- Any COCC two-year degree/class or certificate will be considered professional improvement
  - Higher education at other learning institutions will be considered by the committee as it applies to the current or future positions
- 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.

Committee: Carol Hussion, Chair      Raquel Meyers, Member      Alma Aguiar, Member