



# Association of Classified Employees of UCC

*A Commitment to Excellence!*

## UMPQUA COMMUNITY COLLEGE STAFF DEVELOPMENT FUND GUIDELINES FOR ACEUCC CLASSIFIED STAFF

### PROCEDURES

1. The ACEUCC Staff Development Fund exists to help UCC classified employees attend workshops, seminars, conferences, and classes which enhance their ability to perform their jobs or promote career growth. Department or division funds are to be used for activities that are required by a supervisor.
2. The Committee consists of 1 Committee Chair and a minimum of 3 classified members.
3. This Guidelines/Application document can be found on the Human Resources web page under "Employee Forms" in the Classified section.
4. Funds remaining on June 30 will roll over to the next fiscal year.
5. A maximum of \$1,000 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 the PIF Committee Treasurer.
6. 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.
7. 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. In-State travel must be authorized by your supervisor, while out of state must be authorized by both your supervisor and the president.
8. Application for staff development funds must be submitted to the Committee Chair 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 committee is the final approver for awarded funds.
9. The Committee will meet towards the beginning of each month to consider applications and award funds. After each meeting, 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.
10. 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 the Committee Chair within 5 business days following completion of the activity.
11. After completion of workshops and on line classes (other than degree seeking classes) please turn in a copy of your completion certificate(s) along with the evaluation form.
12. Advance payment can be made for approved registration fees, lodging, etc., using your department credit card with approval of your supervisor. If traveling you may request money in advance for food, parking, and other essentials that may be needed, by completing and submitting a Travel Advance Request form. This form can be found in the Employee Forms and Information located in the HR website page. This form must be submitted to the accounting office, along with your approved PIF application, one month prior to travel.



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### INSTRUCTIONS

- A. Fully complete the two-page Application for Staff Development FUNDS.
- 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 the Committee Chair in advance of activity and prior to registering or paying fees, etc.
- E. The application will be considered at the next monthly meeting of the Committee.
- F. The Committee's decision will be emailed to the applicant after the meeting. 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 the Committee Chair.
- H. To obtain personal reimbursement for approved costs, submit receipts to the Committee Chair within 5 days of completion of the activity.

