

AP 7160 Professional Development

Reference:

**Education Code Sections 87150, et seq;
Accreditation Standard III.A.14**

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the district's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

The *Superintendent/President* shall annually submit to the chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that Antelope Valley College has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The Antelope Valley Community College District has completed a campus human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Staff Development Guidelines and Procedures

Funds are available for staff development projects for all staff (classified-faculty-administrators).

All proposals must be related to current assignment(s) at AVC. A maximum amount (established annually by the Staff Development Committee) is available per person between July 1 and June 30 as long as funds are available. More than one proposal may be submitted if the maximum has not been reached. Project proposal forms are available on-line and in the Human Resources office.

Guidelines and criteria for receiving Staff Development funds are published annually by the Staff Development Committee. Once approved by the Committee, the proposal is submitted to the Board of Trustees for final approval. Individuals will be notified when this process is completed (usually the following day after the regular Board meeting.)

Please Note: The Staff Development Committee expects that the information/knowledge gained from a staff development project will be shared with the campus community. On the Proposal Form for staff development funding, employees must indicate which constituency group(s) may benefit and the method for disseminating the information/knowledge.

Reimbursement

Within 30 days of completion of a project, employees must submit a Request for Reimbursement form, handwritten forms will be returned, with original receipts to Human Resources. . When more than one person attends the same conference, it is expected that each person will submit a separate individualized report. Staff development pays only for actual receipted expenses (no receipts are required for food or gasoline). The committee will assume that reimbursement will not be requested if a reimbursement form is not received within 30 days after completion of the project. If an employee is unable to complete the project, he/she must notify Human Resources as soon as possible so that another applicant can use the allocated funds. An employee may not cancel an approved project and substitute it with another.

Travel, Lodging, Food

Specific applicable allowances for expenses are available in the Business Office or on-line.

IMPORTANT; A trip request form must be submitted prior to any out of District off-campus activity. Indicate "Staff Development Funds" in the method of funding box.

Classes

If the project request includes enrollment in a class, the class must fit the staff development criteria. Tuition, books, supplies, and travel expenses are reimbursable. Reimbursement for classes taken is contingent upon receiving a grade of "C" or better in the class. Therefore, an employee must submit a grade report with the request for reimbursement. Staff Development cannot pay for classes and their associated expenses that will advance faculty/staff on their respective salary schedules.

General Information

Handwritten paperwork will not be accepted. A copy of the relevant conference materials must be attached to the application. If the proposal includes activities that are not prescheduled, such as visiting museums, etc., an itinerary showing each activity and how the activity will meet the project must be included. All acronyms or abbreviations must be spelled out during their first use on the request form. If substitutes are needed for class coverage, the hourly rate should be included as part of the proposal. Staff Development does not pay for overtime or compensatory time. The Staff Development committee has the final decision on all proposals. Submit proposals or any questions to designated Human Resource personnel.

Prepayment

If an employee requires prepayment of travel/registration/hotel fees, he/she must submit the appropriate requisitions along with the Staff Development form. Fully approved requests must be received by the Business Office no less than thirty (30) days prior to the date of the non-refund period of the registration workshop/conference. Prepayment will be made to the organization hosting the workshop/conference by check or purchase order no later than five (5) working days after Board approval.

An employee who cancels after the non-refund date is responsible to reimburse the District for any funds expended. A request for hotel prepayment must be received no less than thirty (30) days prior to the date of stay. Employees must use a personal credit card to hold reservations if the hotel requires it. The District will make available a check, payable to the hotel only, three working days prior to departure. If an employee must cancel after the non-refundable date that was established by the conference organizers, he/she is responsible for all cancellation fees up to full payment.

Refer to Antelope Valley College Classified collective bargaining agreement Article IX, Professional Development.

5/8/06

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