



# STAFF DEVELOPMENT GUIDELINES

## CRITERIA

\$50,000 is available for staff development projects for all staff. All proposals must be related to your current assignment(s) at AVC. A **maximum of \$1,750** is available per person, as long as funds are available. More than one proposal may be submitted if your maximum has not been reached. Project proposal forms are available on-line and in the Human Resources office. The more comprehensive your proposal and report, the more readily it will be approved by the committee. Once approved by the Committee, the proposal is submitted to the Board of Trustees for final approval. All proposals are subject to review and approval by the Staff Development Committee.

**PLEASE NOTE:** The Staff Development Committee expects that the information/knowledge gained from a staff development project will be shared with the campus community. A section has now been incorporated into the Proposal Form to indicate which constituency group(s) may benefit and the method for disseminating the information/knowledge.

## GENERAL INFORMATION

**Handwritten paperwork will not be accepted. All supporting documents for applicable fees (airlines, hotel, mileage, shuttle, conference etc.) must be attached to your proposal. The budget expenses must match supporting documentation (or clarification provided). A copy of the relevant conference materials must be attached to the application.** If the proposal includes activities, which are not prescheduled, such as visiting museums, etc., an itinerary showing each activity and how the activity will meet the project must be included. If more than two individuals will be attending the same conference/workshop, the **Justification for Additional Attendees Form** must be completed and attached to the proposal. This form must include the number of attendees and the benefit to the District. Consideration will be given on a first-come first-serve basis. **All acronyms or abbreviations must be clarified** on the request form. Proposals must be approved prior to attending any activity to obtain reimbursement. Proposals submitted after the start of a project will not be accepted. (Exception: Because Staff Development funds are not available at the beginning of the academic year, a proposal may be submitted retroactively for any project that occurs between July 1 and October 25 of the current fiscal year.) Proposals are to be accompanied by a copy of a completed trip request with the appropriate dean's signature. The original trip request goes to the Business Services Department for board approval. **The trip must be Board approved prior to actually taking the trip. It is the responsibility of the requestor to obtain Board Approval.** Please refer to Business Services Travel Policies and Procedures for trip request procedures and board approval deadlines. You may need to process a trip request prior to submitting for staff development approval, to meet Board Meeting deadlines, which would then be subject to staff development approval for reimbursement. If you do not plan on attending the event without staff development reimbursement, you will need to notify purchasing when submitting the trip request to submit for board approval but hold off on making the trip arrangement until after you receive staff development approval. Please be advised, the dean's approval on the trip request does not authorize funding of the trip and all trips are contingent upon funding. The Staff Development Committee must receive all proposals no later than March 30 of each year. Staff Development funds do not pay for overtime or compensatory time. Submit proposals and questions to the office of the Vice President of Human Resources, extension 6120.

## REIMBURSEMENT

**It is preferred that trips are planned far enough ahead of time so that the District can pay applicable costs up front, rather than reimbursing individuals.**

**Within 30 days of completion** of your project, you must complete, and submit the District reimbursement form. **Final reimbursement will not be issued until the project is completed, and the Board of Trustees approves the reimbursement.** All participants must follow current Business Services travel policies and procedures. Upon the Business Office receiving all pertinent documentation, the reimbursement check will be issued within five (5) business days. 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 mileage). **Reimbursement will not be made if a reimbursement form is not received within 30 days after completion of the project.** There will be absolutely no correspondence sent to individuals reminding them to submit their reimbursements. If you are unable to complete the project, please notify Human Resources as soon as possible so that another applicant can use your allocated funds. You may not cancel an approved project and substitute it with another. You must submit another proposal.

## **TRAVEL, LODGING, FOOD**

Every effort should be made to register early enough to take advantage of discounted hotel rates when attending conferences that offer such rates. If the hotel where you plan to stay is the conference site, you may submit the rate of the conference hotel. If a discounted hotel rate is not available, you should book a reservation at a hotel that offers a reasonable rate. When you have a question regarding the reasonableness of a hotel rate, please contact Business Services for additional information. Do not assume full hotel rate reimbursement without pre-review. The itemized hotel **receipt** must be submitted for reimbursement. Mileage is calculated at the Federal Mileage Rate. Airport parking fees cannot exceed the cost of the AV Airport Express shuttle service. Meals will be calculated at the actual district approved rates (see partial day formula on AVC website/business services/travel/travel policies & procedures/employee travel policies & procedures).

**Reminder, you must submit a trip request form to your supervisor prior to any 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, **you 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.

## **PREPAYMENT**

If you require prepayment of registration and/or hotel fees, you must submit the appropriate requisitions along with your 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 not later than five (5) working days after Board approval. **If you cancel after the non-refund date, you are responsible to reimburse the District for any funds expended.**

Your request for hotel prepayment must be received no less than thirty (30) days prior to the date of stay. You must use a personal credit card to hold your reservations if the hotel requires you to do so. The District will make available a check, payable to the hotel only, three working days prior to departure. **If you must cancel after the non-refundable date that was established by the conference organizers, you are responsible for all cancellation fees up to full payment.**