



STAFF DEVELOPMENT GUIDELINES

GENERAL INFORMATION

- Everyone has the opportunity to participate.
- \$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 on a first-come basis, 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 online, and in the People, Culture, and Talent office.
- The more comprehensive your proposal and report, the more readily it will be approved by the committee.
- All proposals are subject to review and approval by the Staff Development Committee.
- Upon approved by the Committee, you will need to submit for Pre-Approval through the Emburse Enterprise System and then the proposal is submitted to the Board of Trustees for final approval.

CRITERIA

- Consideration will be given on a first-come, first-serve basis.
- 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).
- All acronyms or abbreviations must be clarified on the request form.
- A copy of the relevant conference materials must be attached to the application.
- If the proposal includes activities, which are not pre-scheduled, such as visiting museums, etc., an itinerary showing each activity and how the activity will meet the project must be included.
- 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.
- 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.
- Staff Development funds do not pay for overtime or compensatory time.
- You must have approval and justification from your supervisor prior to any off-campus activity.
- If you are unable to complete the project, please notify the People, Culture, and Talent department 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.

PROPOSALS

- Proposals must be approved prior to attending any activity to obtain reimbursement.
- Proposals are to have the appropriate supervisor's signature and justification.
- 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 31 of the current fiscal year.**)

- The approved Staff Development Proposal must go through Emburse Enterprise (fka Chrome River), the Districts web-based travel system, for pre-approval and Board approval.
- **The trip must be Board approved prior to actually taking the trip. It is the responsibility of the requestor to submit through the Emburse Enterprise System to obtain Board Approval. Please refer to Purchasing and Contract Service's Travel Policies and Procedures for trip request procedures and board approval deadlines.**
 - Please note that in order to meet Board Meeting deadlines, you may need to process a Pre-Approval through the Emburse Enterprise System prior to submitting for staff development approval. If Pre-Approval is submitted before approval is received, you will have to go through the reimbursement process if your staff development project is approved. If you do not plan on attending the event without staff development reimbursement, you will need to notify purchasing when submitting the Pre-Approval through the Emburse Enterprise System that you are seeking funding and need staff development approval.
- Please be advised, the supervisor'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 the last working day of March. Submit proposals and questions to the Office of the Vice President of People, Culture, and Talent (extension 6120). It is preferred that trips are planned far enough ahead of time that the District can pay applicable costs upfront, rather than reimbursing individuals.

PREPAYMENT

- If you require prepayment of registration and/or hotel fees, you must submit for pre-approval through the Emburse Enterprise System and be prepared to use alternate funds if your Staff Development application is not approved or not fully approved.
- Fully approved requests must be received by Purchasing and Contract Services 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.**

REIMBURSEMENT

- Final reimbursement will not be issued until the project is completed.
- **All participants must follow current travel policies and procedures.** Specific applicable allowances for expenses are available in the Employee Travel Policy and Procedure. It is located on the AVC Website under Purchasing and Contracts > Travel.
- Staff Development pays only for actual receipted expenses (no receipts are required for food or mileage).
- Within 30 days of completion of your project, you must complete, and submit the Expense Report through the Emburse Enterprise System. Reimbursement will not be made if an Expense Report is not received in the Emburse Enterprise System within 30 days after completion of the training/project/activity.
- Upon Purchasing and Contract Services 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.
- There will be absolutely no correspondence sent to individuals reminding them to submit their reimbursements.

OUTCOMES

- 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.
- Supervisors should be provided information about the approved project at the completion.