

Criteria for Awarding Requests for Classified Staff Development Funds

Classified staff may apply to the Classified Staff Development Team for funding to help with the costs associated with attending professional development events. Please use the following guidelines when submitting your request.

Criteria for Application

- Funds available to full-time benefit-eligible Classified staff.
- Copies of completed paperwork must be submitted for request to be considered.
- Paperwork includes, but is not limited to:
 - Copy of approved travel authorization form, IDT, or requisition.
 - Copy of conference registration and information for the event.
- Justification for travel.
 - A memo from employee requesting funds and approved by employee's supervisor should be directed to the Classified Staff Development Team with an explanation of how this professional development activity will benefit the College.

Recommendations for Funding

- Staff presenting at a conference or who indicate that they will share this information within the College will receive priority.
- Funds can be awarded up to a maximum of \$500.00, but additional funds over the maximum of \$500.00 may be requested with appropriate justification for an extraordinary opportunity.
- Awards will not usually be given more than once each year to any one staff member; however, exceptions can be considered if there is appropriate justification for an extraordinary opportunity.
- The team recommends that requests be submitted as early as possible, but requests for funds can be made after the fact. Requests must be made within the same fiscal year that the travel occurred.
- If funds are awarded and then the travel is cancelled, the employee is responsible to notify the Classified Staff Development Team and the Professional Development Office so those funds can be used for awards to other employees.

Items not considered for Funding

- Certification exam fees will not be considered for funding.
- Grant accounts cannot be reimbursed.

Requests will be reviewed by the Classified Staff Development Team and then submitted to the Office of Professional Development. Requests will be forwarded to the College President for final determination. The Office of Professional Development will complete the budget transfer form and obtain the financial manager's signature to transfer funds from professional development to the employee's department.

If you have any questions, please contact a team representative:

Danielle Barrera, Office of Vice President for Academic Affairs
Sonia Cuellar, Business Office
Carmela Gutierrez, Library Services
Corinna O. Lopez, Instructional Technologies
German Reyes, Custodial Services
Esther Sanchez, Human Resources
Graciela Sanchez, Counseling and Advising
Rebecca Urbina, Student Outreach Center
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