SECTION 13. Professional Development

13.1 There will be a thirty thousand dollar ($30,000) professional development fund available each fiscal year. Each PTE is eligible for up to two training stipends each fiscal year. Stipends are awarded on a first-come, first-served basis.

13.2 A professional development stipend may be earned for approved successfully completed job-embedded training equivalent to a 5-credit class (under a quarter system), or equivalent, or 50 clock hours of training. Training may be combined within a two-year period to earn a stipend. Employees who are approved to attend activities during their normal work hours shall receive release time, and shall not submit for vacation leave for the same period. Professional development activities shall enhance the employee’s value and effectiveness to the organization and must be approved in advance by the employee’s supervisor and Human Resources in order to qualify for the professional development stipend. Employees are encouraged to discuss their professional development goals with their supervisor at least annually. Hours claimed for individual course(s) may only be claimed once. Designated courses and activities offered by the College will be pre-approved.

Regular or special funded employees who work nineteen (19) hours or more per week are eligible for training increments that are associated with professional development.

13.2.1 In addition, the College will also schedule a professional development day as per the negotiated calendar. Employees are encouraged to attend. Employees may not submit for vacation leave to attend the professional development day.

13.3 PTEs must complete a Professional Development Pre-Approval Form and PTE Professional Development Stipend Request Form (Appendix A). The pre-approval form must include a description of the course and how it will contribute to the professional development of the employee. The pre-approval form must be signed by the employee, supervisor, and Human Resources. The PTE Professional Development Stipend Request Form will be submitted when applying for a professional development stipend. PTEs must attach supporting documentation from any courses which, when combined, equal one unit as defined above, and must be signed by the employee and Human Resources. Credit for partial attendance is allowable.

13.3.1 Within 10 days or receipt of a completed PTE Professional Development Stipend Request Form and related documents. Human Resources will process the paperwork and submit to Payroll. The PTE will receive their stipend within two pay periods from the time Payroll received the approval.

13.4 If the request for professional development is denied by either the supervisor or Human Resources, the employee may file an appeal in accordance with section 22.4/22.5.