

**HUMAN RESOURCES  
POLICY 40240:  
STAFF PROFESSIONAL DEVELOPMENT**

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**1. PURPOSE**

Germanna Community College is committed to the continued personal and professional development of its human resources. Individuals employed by the College are encouraged to determine their professional goals and to design a plan that supports those goals.

This policy is applicable to classified full-time and part-time staff ONLY. Faculty have a separate policy which may be referenced in the Faculty Handbook.

This document provides guidance for the Advocacy Board in assessing requests for funds, and it provides the College staff the information they need to determine appropriate professional development goals and access the funds needed to reach those goals.

**2. POLICY**

2.1 Advocacy Board Role and Responsibilities

2.1.1 Meet on a monthly basis.

2.1.2. Act on all submitted applications at each meeting.

2.1.3. Encourage and support the career development of all staff by participating in professional development opportunities.

2.1.4. Provide appropriate forms and information regarding the process for requesting professional development funds.

2.1.5. Evaluate each application for professional development fairly and equitably.

2.1.6. Set deadlines for Board funds to be spent per guidelines from the Vice President for Administrative Services.

2.1.7. Notify staff members of all deadlines.

2.1.8. Assure that the employee has indicated how the request for Professional Development funds is consistent with their current Employee Development Plan.

2.1.9. Explore and coordinate Career Development group opportunities (e.g. outside speaker, in-house training).

2.2 Advocacy Board Representation

2.2.1. The Board will have representation from the following departments: Business and Finance, Student Services, Instructional Services, Information Technology, Human Resources and the Office of the President.

2.2.2. Once the Advocacy Board is selected, the following positions will be filled:

- Chairperson – conducts meeting and confers with Advisor.
- Secretary/Record Keeper – keeps minutes of all Advocacy Board Meetings and files copies of all requests for funds.
- Treasurer – keeps the budget for the Advocacy Board.

2.2.3. The Human Resource Manager will serve as Advisor and non-voting member of the Board.

2.2.4. Representatives to the Advocacy Board will serve a three-year term.

2.2.5. Advocacy Board representatives must wait one year before being reinstated to the Board.

**3. FUNDING**

3.1. Determination of Funding

3.1.1. The Advocacy Board chairperson will make a budget recommendation to the Human Resources Manager during the annual budget development process.

- 3.1.2. The Vice President for Administrative Services will present the budget recommendation to the President's Council.
  - 3.1.3. The Human Resource Manager will notify the Board of the approved budgeted amount.
  - 3.1.4. Individual distribution of funds may vary year to year. An equitable cap will be determined by the Board members at the first meeting of the Fiscal Year (July).
  - 3.1.5. Initially, the budgeted fund will be available to all staff members on a first come, first serve basis.
  - 3.1.6. Funds that have not been used by the January meeting will be made available again to all staff members, including previous requestors.
- 3.2. Use of Awarded Funds and Resources
- 3.2.1. In order for Professional Development to occur during business hours, approval must be obtained from the requestor's immediate Supervisor. It is the sole responsibility of the requestor to obtain a Supervisor's approval to pursue professional development during work hours.
  - 3.2.2. Travel: The President of the College and Supervisor must approve any out-of-state travel prior to submission of an application. In-state travel, parking, and meal expenses will not be covered.
  - 3.2.3. Textbooks and materials will be considered based on their value as a professional and occupational reference source. Textbooks and material purchased with Professional Development funds are the property of Germanna Community College and will remain on location when the College no longer employs the requestor. In the event that Professional Development Funds are used to purchase textbooks, if sold back to the Bookstore, that payment will return to the Professional Development Budget.
  - 3.2.4. An inventory of items purchased with professional development funds will be maintained by the Board, and posted on the website for use by all employees.
  - 3.2.5. Requests for funds to pay the tuition for a credit course will not be considered, as Educational Aid is available for that expense.
- 3.3. To Request Funds:
- 3.3.1. Eligible full and part-time staff should complete an "Application for Professional Development Funds" form to request funds for professional development. A sample of this form is attached to this policy for reference purposes.
  - 3.3.2. The employee's application must be submitted before the second Wednesday of every month allowing enough time for the committee to meet to approve/disapprove the application.
  - 3.3.3. No books, supplies, equipment, or other Professional Development opportunity expenses will be allowed to be purchased prior to receiving an approval letter.
  - 3.3.4. The application may be submitted to any Board member.
  - 3.3.5. The "Application for Professional Development Funds" is available on the S-drive, (in the folder labeled "Professional Development Staff"). Forms are also available through the Human Resource website. A sample of this form is attached to this policy for reference purposes.
  - 3.3.6. Applications will be reviewed by the Board as a group. Discussion of the request among requestor and Board members will not be permitted or the request will be denied. If the Board has questions or needs clarification concerning the submitted application, the requestor may be questioned by a Board member. If the requestor is on the Board, they should remove themselves from the meeting while their application is reviewed.
  - 3.3.7. The Professional Development Advocacy Board Record Keeper will notify the requestor in writing of the Board's decision.

### 3.4. Obtaining Funds

- 3.4.1. The preferred method of payment is a Germaanna American Express Card (AMEX). The approval letter and a copy of the application are then attached to the AMEX statement.
- 3.4.2. If a class is taken through Germaanna Community College's Continuing Education, the employee may submit the letter and a copy of the approved application directly to them.
- 3.4.3. A purchase requisition can be completed and submitted to the Purchasing Technician in the Business Office.
- 3.4.4. If an employee pays for the session, they may submit the approval letter, application, a petty cash request, and a copy of their payment receipt to the Business Office for reimbursement.

## 4. **APPEALS PROCESS**

- 4.1. A staff member may appeal the decision of the Professional Development Advisory Board (PDAB) within ten days of notification of the Board's decision. The appeal must be in writing and should be sent to the Vice President for Administrative Services.

## 5. **DEFINITIONS**

## 6. **REFERENCES**

## 7. **POINT OF CONTACT**

Victoria Waldron  
Human Resources Officer  
540-727-3101

## 8. **REVISION and APPROVAL DATES**

Victoria Waldron  
Human Resources Officer  
June, 2002  
August 2003

Professional Development Advisory Board  
September, 2002  
September, 2003

President's Council  
November 18, 2002  
October 6, 2003

**APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS  
GERMANNA COMMUNITY COLLEGE (2003-2004)**

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Name \_\_\_\_\_ SS# \_\_\_\_\_

Activity for which funds are being requested: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Professional Development Fund Account number: #163700

1. Have you completed Part III of the Employee Work Profile-Employee Development Plan section? Has  
your supervisor approved your plan? \_\_\_\_\_

2. Describe the benefit of this activity to \_\_\_\_\_

You: \_\_\_\_\_

Students: \_\_\_\_\_

College: \_\_\_\_\_

Disclaimer: It is my responsibility to notify a member of the Professional Development Advocacy Board if I am unable to attend the above professional development opportunity.

I confirm, by signature below, that the activity I am requesting Professional Development funds for is consistent with the activities/plans on my current Employee Work Development Plan.

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor's Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chair – Professional Advocacy Development Board \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  Yes  No

If disapproved, reason(s) why: \_\_\_\_\_

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**\*\* Please submit a certificate of completion for your professional activity to the Secretary\*\*  
\*\*Please attach copy of advertisement or brochure\*\***

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**PART III – Employee Development Plan**

23. Personal Learning Goals:

S

24. Learning Steps/Resource Needs:

A

**Part IV - Review of Work Description/Performance Plan**

Employee's Comments:

III

P

Employee's Name

Signature

Date

Supervisor's Comments:

L

Supervisor's Name

Signature

Date

Reviewer's Comments:

E

<b>Reviewer's Name</b>	<b>Signature</b>	<b>Date</b>

