

**SAN JOAQUIN DELTA COLLEGE
CLASSIFIED PROFESSIONAL GROWTH REQUEST**

Date: _____

Name: _____ Phone/Position: _____

Description of Activity or Course(s) (Attach brochure or supporting documentation)

Start Date: _____ Ending Date: _____ Location: _____

How will you benefit from this activity or course?

How will the activity or course enhance your current assignment?

How will the District benefit from this request?

If applicable, what certificates or credentials do you expect to receive upon completion of this activity?

Will your division or department assist in funding?

Expenses you are requesting the District to pay (Please be specific):

Registration/Tuition Fees	_____	_____
Room Charges	_____	_____
Meals	_____	_____
Transportation/Mileage (specify)	_____	_____
Other	_____	_____
TOTAL	_____	_____

The Classified Professional Growth Committee meets every 1st and 3rd Wednesday of each month. Please see reverse side of this form.

Employee's Signature Date

Supervisor's Signature Date

Division Dean Signature Date

CPCG Chairperson's Signature Date

**CRITERIA FOR EVALUATING
CLASSIFIED STAFF DEVELOPMENT REQUESTS**

1. **ELIGIBILITY**

- a) Funding available to permanent employees past the probationary period.
- b) Employees can apply for both tuition/book and activity/conference reimbursement for a maximum of \$100 each fiscal year.

2. **APPLICATION**

- a) Submit Staff Professional Growth Request form to Classified Professional Growth Chairperson, Classified Senate.
- b) Attach a copy of program material.
- c) Indicate activities or sessions you plan to attend.

3. **PROPOSAL MUST BE APPLICABLE TO THE FOLLOWING STAFF DEVELOPMENT AREAS**

- a) Maintenance of current technical knowledge and skills.
- b) In-service training for vocational education and employment.
- c) Intersegmental exchange programs.
- d) Developmental innovations in instructional and administrative techniques and program effectiveness.
- e) Computer and technological proficiency programs.
- f) Training implementing affirmative action.
- g) Courses and training for job enhancement and upward mobility

4. **INDIVIDUAL ACTIVITY - CONFERENCE, WORKSHOP & SEMINARS**

- a) Request form must be received by Classified Professional Growth Chairperson a minimum of 2 weeks prior to date of activity
- b) Funding request and activity must occur during the current fiscal year.
- c) Costs covered under Staff Development funds are as follows: registration fees, required materials, meals, and parking.
- d) Evaluation of activity/conference, workshop & seminars is required after return.

5. **TUITION/BOOK REIMBURSEMENT – Degree Program Course & Individual Class**

- a) Attendance must be at an accredited institution of higher education.
- b) Each program or course must be approved in advance prior to the start of each semester.
- c) Submit course description or degree plan signed by Counselor or Academic Advisor
- d) The individual must maintain a grade of “C” or better or Credit level in course work in order to be reimbursed.
- e) A reimbursement invoice must be submitted to the Classified Professional Growth Chairperson at the end of each semester with a copy of the award letter, tuition cost, receipts for the required books only and passing grade report.

6. **FUNDING PRIORITY**

In an effort to distribute Staff Development funds equitably, and in the event of competing requests, priority will be given based on the following

- a) First time request
- b) Date the request form is received
- c) Amount of money previously allocated during the current and past fiscal year.
- d) Number of employees from one division.

7. **RELEASE TIME**

Your immediate supervisor, prior to submission of request form, must approve release time for Staff Development activities.