

CLASSIFIED PROFESSIONAL DEVELOPMENT PLAN

Effective July 1, 2001

Revised July 2, 2001

TIDEWATER COMMUNITY COLLEGE PROGRAMS OFFERED TO CLASSIFIED EMPLOYEES

Programs offered to the full time classified employees through the Professional Development and Renewal Plan provide a continuing opportunity for the development and upgrade of skills, knowledge, competence, excellence and the common goal of developing professionally oriented individuals. Professional development funds in the college operating budget will be made available to classified employees for participation in these programs. (See Tidewater Community College and Virginia Community College System policy manuals for further clarification.)

NOTE: It is the responsibility of the recipients who receive funding to ensure that transcripts of program activity (grades, certificates of completion, etc.) are placed in their personnel file.

TUITION REIMBURSEMENT FOR EDUCATION

Purpose: To reimburse full-time classified employees taking college credit courses which enable them to perform more effectively in their current positions, to prepare themselves for upward mobility and professional growth within the college employment system, or to complete any accredited degrees.

Approval: Tuition reimbursement will be directly connected to the employee's individual professional development plan; approval **must** be granted by the Supervisor, Business Manager, Provost, Human Resource Manager, and Dean of Finance subject to availability of funds as stipulated by College Policy; tuition reimbursement will be limited to \$500.00 per employee per fiscal year after serving a six (6) month probation period. The Professional Development Request form (TCC-78) and the Professional Development Plan form (TCC-79) must be completed and approved prior to taking classes.

INDIVIDUAL EQUITY/PROFESSIONAL DEVELOPMENT FUNDS FOR CONFERENCES/WORKSHOPS/SEMINARS

Each full-time classified employee is allotted \$150.00 per fiscal year for the following purposes.

1. Conferences/Workshops/Seminar Attendance

Purpose: To provide opportunities for participation in conferences, workshops, seminars, professional meetings and other self-improvement programs designed to contribute to the participant's overall effectiveness and value to the college.

Approval: Approval will be on a case-by-case basis and granted by the supervisor. The Professional Development Request form (TCC-78) must be completed and approved prior to participating in a conference, workshop or seminar.

2. Professional and Personal Growth (Credit and Non-Credit Courses)

Purpose: To provide opportunities for participation in self-improvement programs (i.e., certifications, refresher courses, credit and non-credit courses, continuing education courses) and membership dues to job-related organizations.

Approval: Approval will be on a case-by-case basis and granted by the supervisor.

**OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT
WITH NO COST TO THE EMPLOYEE**

1. Classified Professional Development Days

Purpose: To provide an opportunity each fall and spring for classified employees to meet with their counterparts from other campuses in a group setting for professional improvement, expression of concerns and sharing of ideas and experiences that have proved to be effective.

Approval: Initiated and directed by the Classified Association and approved and funded by the President and the Executive Committee.

2. Educational Leave

Purpose: To provide paid or unpaid leave up to twelve months to pursue a degree or job-related course work.

Approval: Approval will be on a case-by-case basis by the appropriate Supervisor, Provost, Dean with final approval by the President.

3. Skill Building and CIT Courses

Purpose: To provide instruction for building skills in new technologies, such as computer software, new electrical or air-conditioning equipment, etc. As new equipment is added and systems change, employees need to be trained or retrained. This will allow employees to update and enhance their job skills to keep up with change.

Approval: Approval will be on a case-by-case basis and granted by the supervisor.

College Professional Development Fund
for Classified (\$25,000)
2001-2002

Once you have exhausted your own Personal Professional Development funds, you may apply for additional money from the College Professional Development Fund for Classified Staff. We encourage you to investigate alternate funding resources, because under the new plan you can no longer borrow funds from other classified employees.

This College Professional Development Fund may be used for the following purposes:

- a. Conferences and workshops (A trip may be funded by a combination of the \$150 and these funds).
- b. Tuition (This will be funded only after all travel monies have been allotted and after there is no more money available to you through Tuition Assistance.)

The maximum amount that will be awarded is \$800 per classified employee, per fiscal year. You can request money for more than one activity throughout the year, as long as the grand total doesn't exceed \$800. A separate committee, the Professional Development Committee, will be appointed by the Classified Association to evaluate all requests. Members of this committee may not apply for funds from the CPDF.

To be considered for these funds, you must apply to the Professional Development Committee of the Classified Association. The form on the attached page should be sent to the chair of the Association, or the same information may be sent by e-mail.

A priority system will be used to weigh the requests. The following is a list of priorities in descending order of importance:

- a. Will the requestor be making a presentation at the conference, or is the requestor an executive officer in the association?
- b. Is this conference part of a job requirement?
- c. Will the conference be of benefit to the college, as well as to the requestor?
- d. Tuition

The first deadline for applications for CPDF money will be August 1. Applications received by this date will be prioritized and monies awarded by August 15. The next deadline will be November 30. A decision will be announced prior to December 15, to either set a new deadline, or to make subsequent awards on a first come-first served basis. Application may be made for either Fall or Spring Semesters. (Travel in the month of June may come out of next year's budget.)

NOTE: Updated spreadsheets will be provided to campus business offices monthly by the Classified Association's Professional Development Committee.

NOTE: IN A MEETING OF THE CLASSIFIED ASSOCIATION JULY 2, 2001, the members discussed the point and agreed that the Classified Professional Development Committee would accept applications beginning this date and would award funding without regard to the submission deadlines as listed above, to avoid complications for classified staff in seeking authorization or in reimbursement.