

Guidelines/Best Practices for
Classified Professional and Personal Development Fund

1. At Clackamas Community College, we value the growth and development of our Classified Staff members. We believe that individuals are the best judges of their learning needs to support professional and personal growth. The Classified Professional and Personal Development Fund is designed to support the journey toward self-improvement and career advancement.
2. The Professional and Personal Development (PD) Committee plays a pivotal role in ensuring that funds are allocated wisely and fairly. The committee shall consist of five members of the Classified Association, with one member serving as the Chair. Committee members do not have detailed knowledge of job descriptions or duties of each Classified member and cannot assume the relevance of expenses. Therefore, applicants are required to briefly explain the connection between their PD expenses and their personal or professional growth. A concise explanation, spanning a few sentences, should suffice.
3. Eligibility: Applicants are defined as (Full-time) Classified employees. See Article I of bargaining agreement for exclusions.
4. Guideline for Applicants:
 - In the application for professional and personal development funds, consider the following categories to provide a clear and comprehensive overview of applicant's needs and intentions:
 - a. Long-term Professional Goals
 - b. Activities for Advancement at the College
 - c. Activities for Personal Growth and Development

Definitions include:

Professional Development/Training: Professional Development includes activities that allow employees to advance their knowledge, skills and abilities in a work-related or career path-related subject matter area(s) and may include workshops, classes, seminars, courses, conferences, or similar learning opportunities.

Enrichment and Personal Growth & Development: Enrichment and Personal Growth and Development includes activities that are designed to promote an employees' personal growth, support, and satisfaction. Personal development is any activity meant to improve or transform yourself, which in turn impacts organizational success.

These guidelines will help structure the application to clearly communicate objectives and how the requested funds will support growth and development.

5. Tentative Procedures:

- a. The fiscal year runs from July 1 to June 30. Our contracted PD fund is currently \$35,000 (\$2,000 per applicant per year, with the ability to apply for additional funds on May 1 if there are remaining funds available).
- b. To expedite the approval process, applications will be submitted to the PD Chair via email. All supporting documents must be attached in legible, digital form.
- c. The Chair and at least two additional committee members will promptly review applications via email.
- d. Applications will be archived on the Microsoft Team site, accessible to all members of the PD committee. An Excel log will document the date of application, stages of the approval process, and amounts approved.
- e. The Chair, or acting Chair, and two additional members will approve PD applications.
- f. Once approved, the Chair will sign the application and open a HR Ticket under "Benefits", requesting the approved reimbursement. The signed application, along with all supporting receipts, maps, websites, artifacts, etc., will be uploaded to the HR Ticket. The subject line of the ticket will include the name of the Applicant, such as "PD Reimbursement for Jane Smith."
- g. The Chair will email the Applicant, notifying them that their application has been approved at the Classified level. The Applicant will be informed that they should expect further communication from HR and the Business Office.
- h. The HR representative will add the applicant's name to the HR Ticket, allowing for direct communication if any additional documentation is needed by HR or the Business Office. The Chair will monitor and support the bargaining unit member in following through with HR or the Business Office's requests.
- i. Toward the end of the fiscal year (end of May to beginning of June) the Chair will consult with HR to determine if there are any remaining funds. If funds are available, they will be allocated among the applicants whose expenses exceeded the estimated annual limit. The Chair will create an HR Ticket for this request and collaborate with the current HR representative to ensure that all documentation requirements are met.
- j. At least once a year, there will be a consultation with the CCC ACE Board to verify the status of reimbursements and the tentative annual limit. Input and concurrence on these best practices will be sought to ensure transparency and alignment with organizational goals.