ADULT EDUCATION PROGRAM
PROFESSIONAL DEVELOPMENT FUNDS
REIMBURSEMENT PROCEDURES

COORDINATORS AND ADULT EDUCATORS

1. Professional Development Funds are being made available for Adult Educators and Adult Education Coordinators as required by their respective collective bargaining agreements. The sum of $13,000.00 per fiscal year is being made available District-wide for eligible Adult Educators. The sum of $3,000.00 per fiscal year is being made available District-wide for eligible Adult Education Coordinators.

2. Each campus shall be allotted a proportionate share of professional development funds from the available pool based upon the number of Adult Educators and Coordinators employed by the campus in the Spring Semester of the prior fiscal year. Deans of Adult Education shall be responsible for monitoring the use of Professional Development Funds at each campus.

3. Once the allocated funds for the fiscal year for each campus are depleted, the employees at that campus will not be entitled to any further reimbursement except that employees whose claims cannot be honored because the campus funds have been depleted may be reimbursed from any unused funds carry-over from other campuses provided they are otherwise eligible for reimbursement in that fiscal year.

4. Subject to paragraph 3 above, all unused amounts for each campus will be carried over and made available for the pool of funds for the next fiscal year.

5. The attached form must be used to apply for professional development funds reimbursements.

6. To be eligible for professional development funds, Adult Educators and Coordinators must have two (2) full years of employment, and be an active employee who is regularly scheduled to work 16 hours per week.

7. “Professional development” means expenses for a course or program in a field that is related to the subject(s) taught by the Adult Educator or, in the case of Coordinators, is related to the administration of Adult Education programs.

8. Subject to the provisions of paragraph 3 above, an employee will be limited to applying for reimbursement from funds allocated to one campus if they are assigned to multiple campuses. The campus at which the employee is assigned the majority of his/her hours shall be the campus through which the employee seeks reimbursement.
9. No employee may receive more than $1,000.00 in reimbursement from the professional development fund in any one fiscal year (July 1 to June 30).

10. Advance approval of the course or program to be taken is required. The employee must submit a Request for Approval and Reimbursement of the course or program together with a course description and supporting materials, to the Dean of Adult Education at the campus through which they seek reimbursement.

11. The Dean will review the request and supporting material to determine if the course is related to the courses an subjects taught by the Adult Educator, or, in the case of Adult Education Coordinators, related to the administration of the Adult Education Program. If approved by the Dean, the Dean will recommend approval to the President of the College.

12. If approved by the President, professional development funds will be reserved for the employee, subject only to proof of the employee’s satisfactory course or program completion and the employee’s payment of the costs and fees of the course.

13. To receive reimbursement, the employee must submit the Reimbursement Request (see attached) together with proof satisfactory to the Dean and President of the employee’s enrollment and satisfactory completion of the course or program and of the employee’s payment of costs and fees associated with the enrollment. Such proof shall include submission of the report of the final grade and a tuition statement showing that payment of the tuition and fees or documents of like reliability and satisfactory to the Dean or President (e.g., cancelled check or front and back copy, credit card receipt or credit card statement.)

14. Requests will be approved on a first come, first served basis among those employees who meet the qualifications for reimbursements as outlined in the applicable collective bargaining agreements.

15. An employee will be informed if the request for approval has been denied and the reasons for the denial within ten (10) days of submission of the request and supporting materials.
ADULT EDUCATION PROFESSIONAL DEVELOPMENT FUND APPROVAL AND REIMBURSEMENT REQUEST

Name _______________________________________  College ___________________________________________
Title _______________________________________  Position Hire Date _______________________________
Soc Sec No ______________________________  ID No. _______________  Work Tel # _______________________

Course Name ____________________________________________________________

Course Number (if applicable) ______________________________________________

Institution at which Course will be taken ______________________________________

Semester/Year Course or Date/Time course will be taken _____________________________

Evidence that course is graduate level (*if applicable) (Attach any applicable documents.) ____________________________

How is this course related to the subjects taught or the administration of the Adult Education Program? (Any available course description materials should be submitted with this form.) ____________________________________________

Course Expenses (Provide documentation from the educational institution to show expenses.) $______________________________

Employee Signature ____________________________________________  Date _________________

COURSE PRE-APPROVALS:

Date Received  Approved by Dean  Date  Approved by President  Date

REIMBURSEMENT APPROVALS:

Employee has satisfactorily completed pre-approved course or program (attach supporting documentation) and is entitled to reimbursement of costs and fees in the amount of $__________ (not to exceed $1000.00 in any one fiscal year) (Attach proof of cost and fee payment by employee.)

Date Received  Approved by Dean  Date  Approved by President  Date

ROUTE TO BUSINESS MANAGER FOR SUBMISSION TO ACCOUNTS PAYABLE

Re’d by Bus. Off.  Approved by Bus Mgr  Date