

## **Professional Development**

### 1. Goal/Commitment

For the purpose of encouraging and supporting professional and classified employees in broadening their educational experience and gaining needed skills and knowledge which would benefit the College, TVCC will budget a reasonable amount of funds per annum to support the TVCC Education Reimbursement/Grant Program as described in this policy.

### 2. Reimbursement Guidelines

- a. Disbursement of the funds set aside for the TVCC Education Reimbursement/Grant Program shall be made on a “first-come, first-served” basis.
- b. The window for submissions for program funds available in any given year is July 1 and June 15 of the applicable fiscal year.
- c. If the total amount of funds requested exceeds the amount budgeted by the College, then the allocated funds will be divided equally among applicants currently eligible for funds.
- d. An employee can receive no more than \$750 per request from this program, and no more than \$1,500 in any fiscal year.
- e. The professional development committee will consider supplemental distributions of funds to applicants in addition to the \$1,500 per person, per year cap if the annual budget has not been fully expended

### 3. Satisfactory Completion

Satisfactory completion of an educational opportunity is described as follows:

- a. For graded coursework, the employee must earn an S, C, or better letter grade for the course.
- b. For non-graded coursework, the employee must obtain an approval of satisfactory course completion from their supervisor.

### 4. Grant Guidelines

Grant guidelines for the TVCC Education Reimbursement/Grant Program are as follows:

- a. Processing of grant requests must not take any longer than 30 days after submission;
- b. Grant disbursement guidelines are to follow all stipulations and guidelines as applied to reimbursements including but not limited to the satisfactory completion guidelines;
- c. Upon receipt of a program grant the recipient must sign a promissory note stating that they will pay back grant funds used for an educational opportunity that was not satisfactorily completed.

## 5. Application/Approval Requirements

To apply for funds through the TVCC Education Reimbursement/Grant Program the following steps must be followed:

- a. A TVCC Education Reimbursement/Grant Program Agreement must be completed and signed by the employee and their supervisor;
- b. A TVCC Education Reimbursement/Grant Program Application for Funds must be completed and signed by the employee and their Supervisor.

To be eligible to receive disbursed funds from the program the following conditions must be met:

- a. A TVCC Education Reimbursement/Grant Program Agreement must be signed and agreed upon by both the employee and the Professional Development Committee;
- b. A TVCC Education Reimbursement/Grant Program Satisfactory Completion Agreement must be completed and signed by the employee and (in the case of non-grade coursework) their supervisor.

For questions regarding the process or to obtain application forms/documents, contact the classified staff association co-chairs or professional staff association co-chairs. All applications and agreements are subject to final approval from the professional development committee.

## 6. Professional Development Committee

The Professional Development Committee shall consist of six members, two members of the professional staff group, two members of the classified staff group, two members of administrative group, and one alternate from each group.

- a. Professional and classified staff members of the professional development committee are appointed annually by the professional and classified staff associations respectively.
- b. The administrative member of the professional development committee is appointed annually by the College President.

All applications and agreements submitted to the professional development committee must be reviewed by all six members of the committee and must obtain majority approval for initial funding.

Majority approval must also be obtained from the committee for any modification(s) or adjustments to a previously approved application/agreement.

Members of the committee may not review or approve their own professional development applications. The designated alternate from the same employee group will replace the committee member in the review process for the committee member's application.

The professional development committee will submit an annual report to the College administration summarizing the prior year's professional development expenditures.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290](#)

I.R.C § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006)

Internal Revenue Service, Publication 463: Travel, Entertainment, gift and Car Expenses (2005)