

ELIGIBILITY

I. Employees

A. Eligible employees:

1. Members of AFSCME, Commissioner's Plan, Managerial Plan, MAPE, or MMA.
2. Staff who have completed six months of employment with Anoka-Ramsey Community College and are:
 - a. Full-time unlimited
 - b. Part-time unlimited
 - c. Full-time seasonal
 - d. Part-time seasonal

B. Ineligible employees:

1. Intermittent, temporary, and emergencies (may participate in group activities offered for the entire staff).
2. Employees on leave of absence.
3. Employees in their initial six months of employment with Anoka-Ramsey Community College.

II. Activities

A. Eligible Activities:

1. Credit courses (employee must pay for the class; reimbursement will be upon completion of the class with a C or better).
2. Non-credit courses.
3. Seminars/Workshops.
4. Job-related training defined as clearly and directly related to the knowledge, skills and abilities needed to attain, maintain or improve competence in performing current job responsibilities.
5. Personal enrichment training that facilitates upward mobility and prepares employees to perform at higher levels or at a more complex responsibility level than in the position they currently hold.
6. Other learning opportunities that are approved by the supervisor, the Staff Development Committee, the Chief Human Resources Officer, and the College President.

B. Non-Eligible Activities:

1. For example, any Religious, Theology or Spirituality-based course or conference
2. Contact Human Resources for any additional questions.