

Staff Development Handbook

Staff Development Committee
2010-11

Cambridge Campus Committee Members

Jason Siems/Co-Chair
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| FORMS: | |
| Staff Development Funds Request Form | |
| Excel Document | |
| N:/ARCC Public/Staff Development/Staff Development Request Form.xls | |
| Internal Requisition | |
| Excel Document | |
| N:/ARCC Public/FORMS/internal requisition.xls | |
| Out of State Travel/Special Expense Approval/Authorization | |
| Word Document | |
| N:/ARCC Public/FORMS/Out of State – Special Expense.doc | |
| Employee Expense Report | |
| Excel Document | |
| N:\ARCC Public\FORMS\Employee Expense Form\Employee Expense Form.xls | |
| Continuing Education Class Registration Form | |
| Word Document | |
| N:/ARCC Public/Staff Development/Registration form.doc | |

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.

GOALS AND OBJECTIVES

I. Professional/Personal Growth

A. Goals

1. Provide a quality program of coordinated and continuous development for all eligible staff.
2. Promote each individual's professional and personal growth.
3. Promote Anoka-Ramsey Community College as a "College of Choice."
4. Provide staff development training opportunities in a variety of venues.

B. Objectives

1. Improve job performance and productivity.
2. Improve interpersonal communication.
3. Improve opportunity for job mobility.
4. Encourage participation in staff development activities.
5. Improve opportunity for lifelong learning.
6. Improve opportunity for personal growth.

II. Academic Pursuits

A. Goals

1. Provide employees the ability to pursue academic credit courses that leads to a degree.
2. Promote/encourage importance of higher education for all staff.
3. Promote "College of Choice."

B. Objectives

1. Enhance the academic achievements of all eligible staff members.
2. Promote lifelong learning opportunities and academic attainments.
3. Support personal/professional development for all eligible staff members.

FUNDING/REIMBURSEMENT

I. Funding/reimbursement monitored by the Staff Development Committee:

- A. Total amount available each year is set at the beginning of the new fiscal year by Administration.
- B. Funds are available on a first come, first served basis, until depleted.
- C. The amount available to each employee is \$300 per fiscal year for professional/personal growth opportunities and \$300 per fiscal year for academic pursuits. (Can be a combined amount of \$600 per fiscal year for academic pursuits.)
- D. Funding/reimbursement will include tuition, fees, and related expenses (books, materials, etc). 100% for personal enrichment/academic pursuit. 0% for tutorial expenses, audits, travel and meals.
- E. Classes, seminars, etc. taken during summer will be funded in the fiscal year in which the course is completed.
- F. Part-time employees will be funded/reimbursed the same percentage as their work assignment.
- G. Books may be returned for refund at book buyback with the money being returned to the Staff Development Fund.

II. Funding/reimbursement not monitored by the Staff Development Committee:

- H. Tuition Waivers
- I. Wellness Committee
- J. Departmental Opportunities

PROCEDURES

I. Application procedure for approval to use funds:

- A. Complete a Staff Development Funds Request form (N:/ARCC Public/Staff Development/Staff Development Request Form.xls).
 1. Each employee will have \$300 available for professional/personal growth and \$300 available for academic for a total of \$600 annually. All Staff Development Funds must be requested no later than June 1 of current year. All Staff Development Activity must be completed by June 30th of current year.
- B. The form is to be signed by the employee's supervisor and forwarded to the Chair of the Staff Development Committee for signatures.
- C. The Chair of the Staff Development Committee will route the form to the Chief Human Resources Officer and the College President for approval.
- D. The form is forwarded to the College President Secretary for publication in the College Bulletin.
- E. Upon approval, the Chair of the Staff Development Committee will return the form to the employee with instructions on how to obtain funding or reimbursement.
- F. If denied, the Chair of the Staff Development Committee will notify the employee.

II. Procedure for funding:

- A. Complete an Internal Requisition (N:/ARCC Public/FORMS/internal requisition.xls). Signatures are not required on the Internal Requisition.
- B. Attach a copy of the approved Staff Development Request Form.
- C. If the event will take place in a different state, complete an Out of State Travel/Special Expense Approval/Authorization (N:/ARCC Public/FORMS/Out of State - Special Expense.doc).
- D. Complete registration if required. If the class is at the Training and Development Center at Anoka-Ramsey Coon Rapids Campus, complete the Continuing Education Class Registration form (N:/ARCC Public/Staff Development/Registration form.doc).
- E. Submit to Purchasing at least two weeks prior to the event.
- F. A copy of the Purchase Order will be sent to the vendor and to the employee.
- G. If the funds are encumbered and you are not able to attend, you must either find an eligible replacement or you are responsible for repayment to the staff development fund.
- H. If the event was paid for from an Anoka-Ramsey Community College cost center, the Staff Development Committee will notify the Business Manager to transfer funds, as appropriate.

III. Procedure for reimbursement:

- A. Complete an Employee Expense Report (N:/ARCC Public/FORMS/Employee Expense form.xls).
- B. Attach a copy of the approved Staff Development Request Form.
- C. Attach all required receipts.
- D. Attach proof of grade (required on all credit classes).
- E. Submit to Payroll.
- F. Reimbursement will be a direct deposit on paycheck.

PROCESS AT A GLANCE

