

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Professional Development Fund</b>	Section D: <b>Personnel</b>	Page(s): <b>3</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Professional Development</b>	Policy: <b>DK (Legal); DK(Local)</b>	
Subtitle: <b>None</b>	Date Adopted: 8-01-20	

**Purpose**

This administrative procedure provides a method for disbursement of professional development funds for faculty and staff.

**Procedure**

**A. Administrative Authority and Purpose**

1. Budgetary authority for the professional development fund resides with the President or appropriate dean/vice president.
2. Employees may apply for professional development funds for any reasonable professional development purpose that contributes to their professional growth and expertise and benefits the college, including the following: travel; registration and attendance at professional seminars, conferences, and workshops; room and board during professional-development activities; guest speakers for college in-service training; and other expenses approved by the appropriate dean/vice president. In all cases, however, applicants must present evidence that the proposed professional growth activity directly relates to their job performance at the college and must describe how the activity enhances performance of their current responsibilities at the college, including how the activity benefits the institution, the institution's clients, and the employee's program or area or responsibility.
3. The total of all funds approved for professional development in any fiscal year is limited to board approved budgeted funds.

**B. Deadlines**

1. Applications for funding to be expensed are submitted, through the employee's supervisory chain, to the appropriate dean/vice president prior to the professional development activity as long as it occurs before the end of the fiscal year.

## C. Applications, Reviews, and Approvals

1. Prior to submission of applications to the appropriate dean/vice president, all applicants obtain approval for a proposed activity, including explicit provisions for covering the applicants' normal job duties during their absences, from the immediate supervisor (in the case of faculty, for example, the division chair) and the Cabinet-level supervisor. These permissions and arrangements are specified on the form entitled Request for Approval of Professional Leave (copy available on the intranet under forms).
2. A completed Request for Approval of Professional Leave is submitted to the immediate supervisor and includes a description of the proposed activity; an explanation of the specific value of the request to the employee, the institution, the clients served by the employee, the employee's program or area of responsibility; an estimated budget; and any other pertinent justification. Any request for travel must include a copy of the event (e.g., a conference brochure), if applicable. Any required information that is not provided with the application is automatically rejected.
3. Each application includes all anticipated expenses (as indicated on the application form) such as air fare as quoted by a travel agent or airline, meal and mileage reimbursement at the college-approved rates, commercial ground transportation, and registration/conference fees as quoted in a conference brochure. Any costs incurred by the applicant not accounted for on the original request are subject to denial for reimbursement by the appropriate dean/vice president.
4. Applicants must be employees at the time application is submitted, at the time funds are expensed, and at the time the event occurs.
5. If (a) college money is expensed for purposes other than those explicitly approved or (b) it is expensed and the employee does not attend the approved event or engage in the approved activity or (c) the employee does not fulfill the terms of the approved agreement, the employee is responsible for repayment of funds unless excused in writing by the appropriate dean/vice president.
6. Applicant is responsible for submission of all expense documentation as required by the college business office (travel expense forms with receipts for meals, transportation, tolls, accommodations; registration receipts; check request forms; purchase requisitions; etc.).
7. The appropriate dean/vice president approves all documentation for reimbursement after expenses are incurred. Employees have 30 calendar days to submit their expense reports to the appropriate dean/vice president. Failure to do so may result in the request for reimbursement being denied. (The appropriate dean/vice president may require review of documentation by the

employee's supervisor prior to final approval.)

8. Reimbursement for graded courses is contingent upon the employee successfully completing the course (that is, earning a grade of C or better in undergraduate courses or a B or better in graduate courses or receiving a PASS grade in pass/fail courses). Normally, reimbursement is made to the employee after the college receives formal documentation that the employee has successfully completed the course. In cases where reimbursement would carry over to a new fiscal year, the college will consider requests for payment in advance. In such cases, the employee is responsible for repayment of funds if the course is not completed successfully as defined herein.
9. Courses taken at the college for which employees are eligible for tuition-remission scholarships are not also eligible for additional reimbursement from the Professional Development Fund.

### **Guidelines**

1. With approval of their supervisors, employees may enroll in one college course during regular business hours (usually 8:00 AM to 5:00 PM, Monday through Friday). All time away from their jobs must be made up through arrangements with their supervisors.
2. Employees are provided with a one-hour lunch break during every full workday for their own wellbeing and to promote efficient execution of their responsibilities, and are encouraged to take advantage of the lunch break for its intended purpose.
3. The employee is responsible for forwarding professional development documentation through the proper chain of command to the appropriate dean/vice president. The dean/vice president will approve the inclusion of the documentation in the employees personnel file and forward to Human Resources Department. This documentation will become a part of the employees' permanent file.

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