

ACE Professional and Personal Development FAQ's

1. How do I know if I'm eligible to use professional and personal development funds?

All Full-time Classified employees are eligible to apply for funds.

Exclusions include:

- Exempt employees
- Members of the Full-time and Part-time Faculty bargaining units
- Confidential employees under ORS 243.650
- Temporary employees working twenty (20) or more hours per week for no longer than 6 months.
- Substitute employees filling the role of a classified member while that member is on leave.
- Part-time employees hired to work nineteen and one-half (19.5) hours per week or less
- Independent contractors hired to do a specific set of tasks on a specific project.
- Grant-funded employees (grant-funded employees who were previously granted membership may continue as members)
- Bond-funded employees (bond-funded employees who were previously granted membership may continue as members)

2. What types of activities qualify as professional development?

Professional Development includes activities that allow employees to advance their knowledge, skills and abilities in a work-related or career path-related subject matter area(s) and may include workshops, classes, seminars, courses, conferences, or similar learning opportunities.

Some examples may include:

- Continuing Education – enrollment in degree programs, courses or workshops
- Pursuing certificates, accreditations, and other credentials through educational programs
- Improving job performance by keeping up with technology, systems and processes, learning about new developments in your field, improve existing

skills. ***Note: this does not include training or equipment needed for your position that should be provided or paid for by your department.**

- Membership and subscriptions that allow for training related to professional development (at the discretion of the committee).

3. What types of activities do NOT qualify as professional development?

- Expenses the department should be covering (e.g. office equipment, supplies, trainings the department is requiring you to attend for your job.)
- Technology and equipment (e.g. office equipment, supplies) needed for your position. These are items the college should be purchasing.

4. What types of activities qualify as personal development?

Enrichment and Personal Growth and Development includes activities that are designed to promote an employees' personal growth, support, and satisfaction. A personal development plan reflects your strengths, weaknesses and goals. The aim is to identify skills for personal improvement then set clear goals for each. Ideally, they should be time bound, short term goals that you can measure.

Some examples may include:

- Personal or professional workshop, class or seminar focusing on personal growth and emotional well-being.

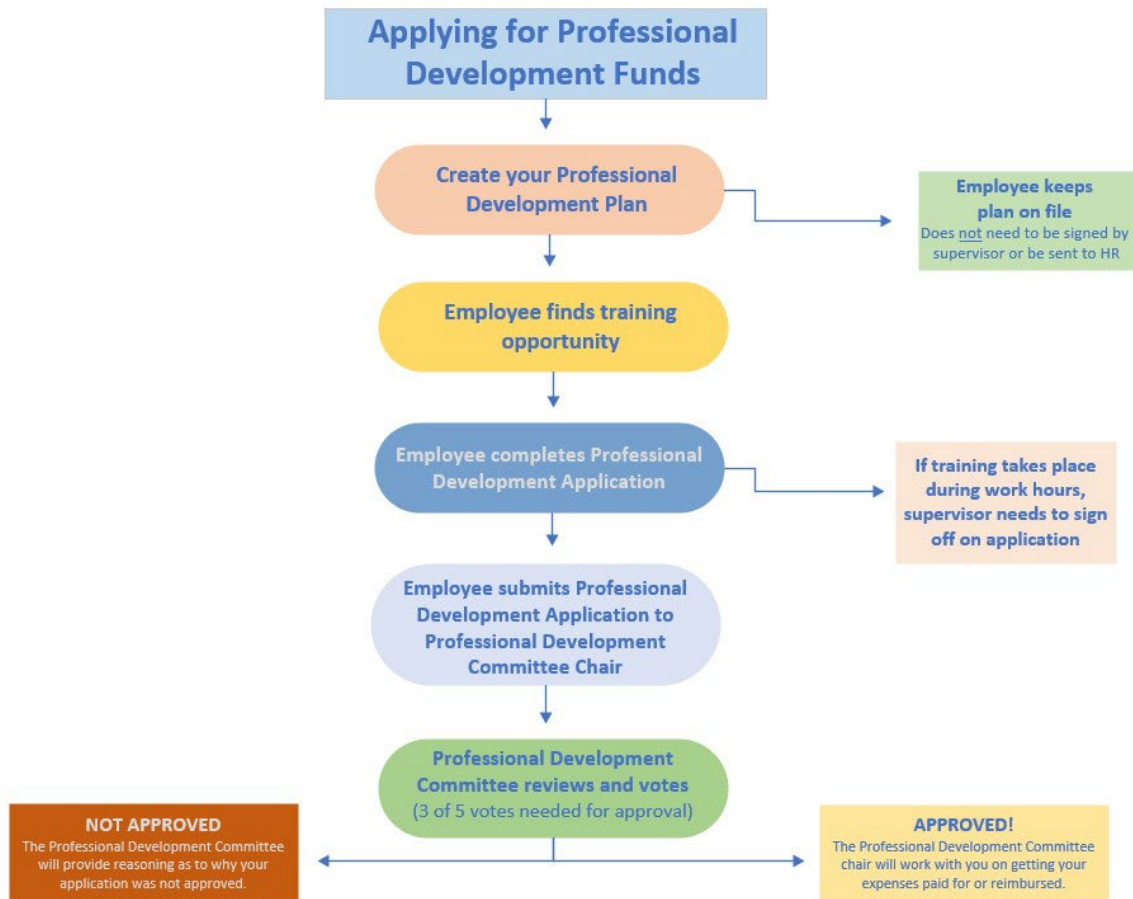
5. What types of activities do NOT qualify as personal development?

- Memberships and subscriptions (e.g. health club membership)
- Technology and equipment (e.g. office equipment, supplies)

6. How much can I apply for in professional and personal development funds each year?

The fiscal year runs from July 1 to June 30. Our contracted PD fund is currently \$35,000 (\$2,000 per applicant per year, with the ability to apply for additional funds on May 1 if there are remaining funds available).

7. What is the process for applying for professional and personal development funds?



Step 1: Create your individual professional development plan. Reviewing with your supervisor is optional and your supervisor is no longer required to sign your plan. You will keep this plan on file in your office.

PLEASE NOTE: *HR no longer keeps professional development plans on file – it is the employee’s responsibility to keep their own plan on file.)*

Step 2: Find your training opportunity!

Step 3: Complete the **Professional and Personal Development Application**, including any supporting documents (such as workshop details, travel costs, fees, maps, websites, receipts, etc.) and submit the application to the Professional Development Committee Chair at jennifer.jett@clackamas.edu. *Please keep in mind that committee*

members do not have detailed knowledge of job descriptions or duties of each Classified member and cannot assume the relevance of expenses. Therefore, applicants are required to briefly explain the connection between their PD expenses and their personal or professional growth. A concise explanation, spanning a few sentences, should suffice.

PLEASE NOTE: Your supervisor **ONLY** needs to sign your application IF you are requesting time off, completing your professional development activity during work hours, or requesting use of the department P-card.

Step 4: Committee Chair shares the application with the other committee members and the committee votes on the approval of the application. 3 of 5 committee members must vote YES in order for the application to be approved.

Step 5: IF the application is approved and the employee needs reimbursement for anything already purchased, the Committee Chair will be in contact with the applicant about completing an RFP for the expenses and the Committee Chair will work with the Business Office to get the reimbursement processed.

IF the application is approved and the employee has requested use of the department P-card, the Committee Chair will be in contact with the applicant, their supervisor and admin assistant in the department about how to use the department P-card and what account string to use when coding the charge.

PLEASE NOTE: The Business Office does *prefer* that the college P-card be used for purchases whenever possible.

8. Can I apply for extra funds over the \$2,000?

You will have the ability to apply for additional funds on May 1 if there are remaining funds available at that time.

9. How long does it take to receive an answer from the Professional Development Committee?

You will typically have an answer within a few days.

10. How long does it take to get reimbursed for my expenses?

The process, once your application is approved, *typically* takes no more than 2 weeks.