

OVERVIEW

At Clark College, we value personal and professional growth. In showing our commitment, we offer professional development funding to staff. As listed in the Administrative Policies and Procedures, [650.005 Staff Development Funds](#),

Human Resources administers professional development funds for classified (full-time/part-time) and administrative/exempt employees.

- Funds are accepted and reviewed by HR.
- Please submit your request 4 weeks prior to your event date.
- Applicants will be notified via email within two weeks of receipt of application if funds have been approved or denied.
- Please allow up to 14 days after submission of your ctcLink requisition for funds and/or travel for the request to be fully processed.
- Deadline to submit request is June 1.

Funds are requested using our online PD Funds Request Form. Please review all instructions carefully before submitting your request. PD Funds are paid for by Clark College and/or The Clark College Foundation. If you pay for your request with your own personal funds, you may not be eligible for reimbursement. PD Funds Request that are approved and paid for with an employee's personal funds are paid for by Purchasing through the petty cash reimbursement process. Petty Cash reimbursement cannot exceed \$100.

Eligibility:

Admin/Exempt/Temporary Hourly employees

- Can request up to \$300 per fiscal year
- Funding is provided by the Foundation Funds

Classified employees

- Can request up to \$800 per fiscal year
- \$500 from classified Staff Development funds and \$300 from the Foundation Funds

- Classified Employees are eligible *after* they complete their probationary period.

Pre-Approval

Your use of professional development funds requires **pre-approval from your supervisor** and Human Resources. Funds cannot be guaranteed for expenses incurred without prior authorization.

Human Resources will evaluate PD Fund request based on alignment with Clark College's core themes, relevancy to job duties, health and safety of employees, equitable distribution of funds, and the availability of funds.

Submit your PD Funds Request:

<https://clarknet.clark.edu/forms/hr-prof-dev/index.php>

Guidelines:

General guidelines used for approving staff development requests are as follows:

- Retraining
- Consultants Hired for Presentations to Large Groups of College Employees
- Continuing education course(s), certification(s), tuition*
- Conferences and Workshops
 - In-state conferences are generally prioritized over out-of-state conferences unless the employer is a presenter
- Development or Training Emphasis
- Membership renewal – must be directly related to your current position
- These funds support self-directed employee development activities. Supervisor-directed activities must be funded through other sources.
- Travel

Funds cannot be used to supplement a department's existing operating budget, examples of ineligible request are office books or department subscriptions, computer equipment, non-job-related expenditures.

**Talent Development recommends that employees first review the [Tuition Waiver](#) Assistance Program to check if the tuition request meets the eligibility criteria first before requesting staff development funds for tuition. If submitting funds for tuition the course must be related to your current job duties and support growth in your role.*

Deadlines:

- Funds are available for use from July 1 through June 30.
- Please **submit your PD funds application request at least 4 weeks** in advance.
- To accommodate fiscal year deadlines, **ALL request must be submitted by June 1st.**
- It is the employee's responsibility to submit all receipts to HR and Purchasing by June 30, (if Human Resources pays for the request directly in ctcLink, then purchasing will connect with the vendor to complete the purchase and will generate and file your receipt)
- Notify HR if you cancel or don't use all the approved funds.

After Approval

Employees (and your supervisor) will receive an approval or denial email from HR after fund requests have been reviewed. Please follow the instructions in the email to guide the next steps of the process. *The employee's department may be asked to cover a portion of the expenses depending upon the total cost of the training.*

Expense/Reimbursement Process

For **approved** request, Human Resources will submit a request on your behalf by submitting a requisition in ctcLink. You may receive follow up communication from Darci Feider asking for additional details to enable her to complete the request for purchase on your behalf.

In ctcLink system:

- Expenses should be made in the name of the employee seeking PD funds and item/description should reflect the PD event/training details.
- A copy of the approval email will be attached to the ctcLink requisition.
- Requisition instructions at [myClark Finance](#)
- If the cost exceeds the approved amount the employee's department budget may cover the remainder of the expense.

Requesting Off Campus, In-state Training

TRAVEL AUTHORIZATION USING ctcLink (if traveling in-state)

After you receive an approval email from Human Resources, an online travel authorization will be completed by Human Resources on your behalf:

- Travel Authorization and Approval instructions which are posted to [myClark Finance](#)
- You will be required to use the provided Professional Development budget(s).
- If the cost exceeds the approved amount the employee's department budget may cover the remainder of the expense.

Requesting Out-of-State Training (Excluding OR and ID)

It is the traveler's responsibility to obtain approval in advance via email for out of state travel from their supervisor and at times, Director/Dean/Vice President. To accomplish this, please send an email with *"OUT OF STATE TRAVEL REQUEST for Traveler's Name"* in the subject line. In the body of the email, include the following information:

- A brief statement of the business purpose and expected benefit of the trip
- Destination
- Dates of travel
- Estimated total cost

Attach the approval to your PD Funds Request application.

TRAVEL AUTHORIZATION USING ctcLink

- **After** you receive an approval email from Human Resources, you will receive follow up from Darci Feider regarding online travel authorization in ctcLink.

Submit Receipts

You are required to submit receipts/proof of purchase to HR and Purchasing. Please include the employee's name with the receipt.

Petty Cash Reimbursement

For **approved** request, Human Resources can process a request for Petty Cash reimbursement payment in ctcLink. Petty Cash cannot exceed \$100 including additional taxes and fees. If you have further questions, please contact the Purchasing department:

Email: purchase@clark.edu

Phone: (360) 992-2298

You will need documentation/proof of purchase to complete this request. Once the Expense Report has been completed and approved, a check will be issued and mailed.

AFTER TRAINING

Employee Responsibilities Checklist:

- If you decide **not** to use your approved funds, email Vanessa Bural and Lisa Hasart to notify of the cancellation.
- If there is any variation in the cost of your travel than what was initially approved, please note that your department *may* become responsible for the remaining amount.

Remember:

- ✓ It is the employee's responsibility to cancel registration or make arrangements to do so. If possible, please cancel within the appropriate timeframe to receive a full or pro-rated refund.

For questions, please contact Human Resources, Employee Development, X2105.