

Community College System of New Hampshire

Section: 300 – Human Resources	Subject: Professional Development & Training
Policy: Professional Development Assistance	Date Approved: August 25, 2008
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Approved: <u>Richard A. Gustafson, Chancellor</u>	

- I. Purpose: The Community College System of New Hampshire (CCSNH) recognizes and supports both career and job related professional development activities. CCSNH institutions, may at their option, use departmental funds to provide financial assistance for employee participation in professional development activities. Professional development is intended to be the continuing responsibility of both the employee and the institution.
- II. Authority: The Chancellor or his/her designee shall approve/disapprove the professional development requests of the college presidents and system office personnel. The Chancellor shall delegate to each college president the authority to approve/disapprove professional development requests of his/her college personnel. The college president may delegate the approval/disapproval of professional development requests and the oversight of the institution's professional development program to a designee or a staff development committee.
- III. Program Eligibility
- A. All full-time and part-time employees, except adjunct faculty, are eligible to receive financial assistance for participation in professional development activities.
 - B. Adjunct faculty shall be eligible to participate in college or department sponsored in-service trainings or educational programs. Financial assistance for participation in professional development activities may be approved at the discretion of the college president as determined by demonstrated need and benefit to the institution.
 - C. An employee must have satisfactory job performance in their current position to be eligible for professional development assistance. Participation in professional development activities should not in any way interfere with the employee's ability to perform his or her job.
 - D. Requests for grant-funded professional development assistance must be consistent with the goals and objectives of the grant program.

IV. Program Guidelines

- A. Professional development activities may include, but are not limited to, non-credit courses, workshops, seminars, conferences, and lectures offered at institutions outside of the CCSNH and participation in professional and technical association meetings.
- B. Financial assistance will be provided for those professional development activities that will benefit the institution and the employee in terms of increased knowledge, abilities, and skills. Assistance may be denied in cases where management determines that the proposed professional development activity is not of sufficient benefit to the institution or is not consistent with the goals and objectives of the grant funding source.
- C. Financial assistance for professional development activities may be granted for registration and travel costs only. Expenses associated with travel shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement. Reimbursement for books, tools or learning aids is not permitted, unless permissible through grant funding.
- D. The provision of professional development assistance shall be subject to the availability of funding and/or based upon institutional priorities. Staff development opportunities and budget allocations shall be determined by each institution and shall be consistent with policies in force by the Board of Trustees and CCSNH.

V. Procedures

- A. To be considered for professional development assistance, an employee must complete a Request for Professional Development Funds.
- B. For professional development activities that are being held "out-of-state," the employee must complete a Request for Out-of-State Travel. Reimbursement for travel expenses shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement.
- C. Authorization for a professional development activity must be received prior to registering or confirming travel arrangements. The completed forms as referenced in A and B above, must be completed, signed, and dated by the employee and be approved by the employee's supervisor and the institution's appointing authority (i.e. Chancellor, College President) or his/her designee (i.e. Institutional Staff/Professional Development Committee) . The approval/disapproval of professional development assistance may be based on the needs and priorities of the college and/or department, the individual, the availability of funds and/or the consistent application of policy.
- D. Once approval has been granted, the institution shall provide written notification to the employee documenting the approved professional development request. The written authorization notice shall designate the authorized travel destination, dates of travel, and funding allocation, as well as, provide information pertaining to the requirements for reimbursement. Authorization for the pre-payment of registration fees and/or air travel tickets may be granted. A copy of the approved Request for Professional Development Funds and the Request for Out-of-State Travel shall be provided to the employee along with the

- written authorization notice. If the request is denied, the request shall be returned to the employee indicating that the request was not approved and the reasons(s) for the denial.
- E. The original authorized Request for Professional Development Funds and the Request for Out-of-State Travel shall be forwarded to the institution's business office. Copies of the approved request shall be provided to the employee's supervisor, and the institution's human resources office. The business office shall be responsible for ensuring the completion of the required purchasing forms (IHR's) that result in payment of billed registration fees and/or travel costs and the reimbursement of authorized travel and/or training expenses to the employee.
 - F. For non-grant and grant funds, the institution's business office shall be responsible for entering the approved obligation into Banner Finance and then forwarding the original approved requests with all related documentation and a copy of the written authorization notice as issued to the employee to the CC System Office Budget Department for auditing and processing.
 - G. For reimbursement of authorized training and/or travel expenses, the employees shall be required to complete a Payment Voucher – Travel, (Form #A-4) and provide a certification of completion or proof of attendance, as authorized by the sponsoring organization. Expenses shall be reimbursed in accordance with state and federal regulations, system and college travel policies and procedures, and the collective bargaining agreement. The original completed documentation shall be forwarded to the institution's business office for approval and then forwarded to the appropriate department within the CC System Office for the final auditing and processing of payments.

VI. General Provisions

- A. Professional development expenses shall not be reimbursable if the employee has not received advanced/prior approval for the professional development activity or voluntarily cancels his/her participation in the authorized activity.
- B. If an employee voluntarily cancels his/her participation in a pre-approved professional development activity, he/she shall be responsible for the reimbursement of any costs incurred by the employer. Due to extenuating circumstances, exceptions may be authorized by the Chancellor for college presidents and system office personnel or by the college president for designated college personnel.
- C. Participation in a professional development activity/program that is not required by the institution/college (employer) shall be considered voluntary. Voluntary attendance at a professional development program occurring outside of or after the employee's normal work hours shall not be considered as working time.
- D. Attendance shall not be considered voluntary if it is required by the employer. Mandated attendance at a professional development program occurring outside of or after the employee's normal work hours shall be considered hours worked and will be calculated accordingly.

VII. Reporting

- A. The college president or designee shall be responsible for maintaining professional development records for college personnel on funding allocations and costs and the educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- B. The CCSNH Director of Human Resources shall be responsible for maintaining professional development records for system office personnel on funding allocations and costs, and educational/training activities. Records on each employee who receives staff development funds shall also be maintained and shall include information on what program the employee participated in (program title, dates, location and sponsor), cost of the program, and completion.
- C. Each institution shall provide an annual report to the BOT Personnel Committee designating the authorized professional development activities at the college for the prior fiscal year. Such reports shall be directed to the CCSNH Director of Human Resources on or before August 15.