

## **Career Development Fund**

### **What is the Purpose –what are the funds used for?**

The Program is to further support the College's efforts in Career Development and the Career Development Fund per Union Agreements. This Program is specifically for Teamster employees within Facilities in career development for career enhancement.

Teamster Union Members can apply for funds to attend courses and training programs that are directly related to a position to which the employee could reasonably expect to be promoted or enhance career opportunities.

This Program is about supporting staff in obtaining job skills related conferences, workshops, training sessions, course work and seminars that enhance the employee's knowledge base (but not required to maintain position with the college) and facilitate professional growth in any potential position the employee aspires to attain at the college.

Upon application approval and after the course is completed, the employee will provide Facilities with an official invoice and Facilities will pay for the approved class.

This Program is in addition to the current program where Facilities pays for training to meet existing job requirements.

### **Is this the same as the College's Career Development Fund?**

This is similar to that program which is available to LCCSSA union employees. However, this is specifically for the Teamster Union employees within Facilities Services. LCCSSA union employees can apply for the program at: <https://www.lclark.edu/unions/lccssa/career-development-fund/>

### **Reason for the Program?**

The parties recognized that it is in the best interest of the College and the Unions to support professional development opportunities. This Program is one leg of the education and training program specifically focusing on career development. (Facilities will continue to support training for current job requirements through existing processes with the direct supervisor and the AVP).

### **Am I eligible?**

If you are a full time Union Teamster employee within Facilities. LCCSSA are also eligible for a similar program that is applied by campus wide at: <https://www.lclark.edu/unions/lccssa/career-development-fund/>

### **How much can I apply for?**

Each grant is awarded up to an individual annual maximum of \$800 and is allocated on a first come, first serve basis. A total of \$16,000 is available for career development each fiscal year, with the goal of providing the maximum benefit to the maximum number of people. The career development fund does not pay for travel expenses.

### **Is there a set time for submitting applications?**

Applications will be open for submission from May 1<sup>st</sup> to May 31<sup>st</sup> annually. Employees may submit more than one course request during this timeframe. Employee may submit applications throughout the year also and approval will be based not only the criteria but also funding availability.

**Can I receive more than \$800 per year?**

Yes, employees are allowed to apply for an additional grant for another course, up to the maximum, and the additional application may be approved if money is still remaining in the fund during the fiscal year. The employee can submit these additional course requests during the initial application submission period or throughout the year while funds are available.

**So I can receive more than \$800 for a specific course?**

No, you can receive up to \$800 for each course or training; however, you can submit another, separate application for additional support, up to \$800, in the same year for a different course or training class.

**How do I apply?**

1. Complete the below/attached form;
2. Employee are to fill out an Individual Employee Development Plan with his/her supervisor and submit with this application; and
3. Provide proof of completion and passing of class (required)

**So I can submit an application or additional applications throughout the fiscal year?**

Yes, while there is an official application opening timeframe from May 1<sup>st</sup>-31<sup>st</sup>, employees can submit applications at any time during a fiscal year, but the approval will be funding dependent and on a first come, first serve basis.

**Who evaluates the request?**

The approving team consists of: the AVP of Human Resources, or designee, and the AVP Facilities, or designee, along with the Union Steward and another Union Representative that has been designated into this role for a term of at least one year.

Note: if a Union representative has submitted an application, a temporary Union representative must be appointed in his/her place for that duration.

**What programs are eligible?**

Classes, work-study, and other such programs that support the employee's career development through an accredited or college or company offering Continuing Education Units. Each application will be reviewed to determine if the courses are considered to be eligible.

**What is a company offering Continuing Education Units (CEU)?**

A CEU is a unit of credit hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions.

**How long will it take to evaluate my application once I submit it?**

The evaluation team will need up to 10-business days to review and make a decision as long as all of the information provides is complete. If additional information is required to be submitted, the timeline will be extended accordingly.

**Once approved, how is the course paid?**

Facilities will pay the tuition for the class after the employee provides Facilities with an official invoice for the tuition cost.

**Do I need proof of completion (passing) and attendance?**

Yes, certification/documentation of completion, and passing if that is applicable, is required. If documentation can't be provided, or the class wasn't passed or completed, then the employee will have to reimburse Facilities for the course.

**Will an invoice and class schedule be sufficient?**

While the invoice is necessary for Facilities to pay for the class upfront, an actual certificate of completion, or other form of documentation that demonstrates that the class has been successfully completed, is required to be provided to Facilities within 30-days of completion; otherwise, Facilities will seek to be reimbursed.

**Can I attend classes during work time?**

The College will allow employees to take advantage of the many opportunities for career development and will assist in scheduling work release time for employees as long as the employee's attendance does not interfere with the efficient operation of the work unit, and the employee's supervisor approves. Work release time for attendance at these events will be conditioned upon the employee's agreement to make up the time, or an agreed portion, within the same work week.

**Can I take leave during the class instead?**

Yes, depending upon workload demands at that time and upon supervisory approval.

**What about if the course or training requires me to be gone and I would have to take an extensive leave?**

If the development activity requires more than one week of leave usage, then this will have to be discussed with the approval team after discussing workload demands with the supervisor.

The employee's other planned leave during that 6-month period of time would be taken into consideration for final decision.