



LOWER COLUMBIA COLLEGE

CLASSIFIED STAFF PROFESSIONAL DEVELOPMENT/TRAINING REQUEST FORM

NAME _____ DATE _____

DEPARTMENT _____

TITLE OF DEVELOPMENT/TRAINING OPPORTUNITY _____

(Attach agenda, course description *if available*)

TRAINING DATES: FROM _____ TO _____ LOCATION _____

(Attach supporting documentation)

TOTAL FUNDS REQUESTED FOR:

- \$ _____ Training
- \$ _____ Tuition
- \$ _____ Travel
- \$ _____ Other Fees & Expenses
- \$ _____ TOTAL

PAYMENT:

- College Pays Directly
- Reimbursement

PURPOSE FOR TRAINING

APPROVAL (*Get Supervisor and Vice President signature, then submit to HR*)

Amount Approved \$ _____ (\$150 Max)

Employee Date

Chair, Classified Training Committee Date

Supervisor Date

Classified Training Committee Member Date

Vice President Date

Classified Training Committee Member Date

cc: Employee, Human Resources, Business Office

CLASSIFIED STAFF DEVELOPMENT/TRAINING FUNDS INFORMATION

PURPOSE

The purpose of the Classified staff development/training funds is to allow employees the opportunity to further develop their job skills, grow professionally, and pursue their areas of interest. Employees can receive up to \$150 towards professional development each fiscal year. The College will approve eligible requests as long as funds are available.

EXAMPLES OF QUALIFYING USES FOR FUNDS

Courses

Trainings – Workshops, seminars, conferences, etc.

Books

Fees & expenses related to course/training

Computer software

PROCESS

All requests must have prior approval by employee's direct supervisor.

After supervisor approval:

Complete Classified Staff Development/Training Request form

Submit form to HR for approval and additional signatures

HR will process the request for payment

PAYMENT

Employees have the option to pay for the development/training opportunity and then be reimbursed by the College or the College can pay for it directly.

Reimbursement – Employee must provide supporting documentation that clearly shows the amount that was paid.

College pays directly – Employee must provide documentation showing the total cost for the development/training as well as verification of enrollment/registration if applicable.