



New Employee Orientation

Professional Development

District Office Human Resources

(925) 229-6852

Professional Development Coordinators

Contra Costa College

Faculty Representative:	Gabriela Segade (Faculty), x4-4926
Management Representative:	Mayra Padilla (Dean), x4-3880
Classified Representative:	Chanel Barton (Hourly Program Coordinator) x4-4913

Diablo Valley College

Faculty Representative:	Emma Rogers (Faculty), x2-2468
Management Representative:	Lindsay Kong (Dean), x2-2724
Classified Representative:	Jessica Martin (Program Coordinator), x2-2038

Los Medanos College

Faculty Representative:	Erlinda Jones, x3-7629
Management Representative:	Rosa Armendariz (Dean), x3-7314
Classified Representative:	Robert Delgado (Program Coordinator), x3-7556

District Office

Management Representative:	Jeffrey Michels (Management), x1-6868
Classified Representative:	Julie Planchon (Executive Assistant), x1-6460

Professional Development for Classified Employees

Educational Fund Programs for Classified Employees

Note: This section only contains a general overview of the different Educational Incentive Programs in the Contra Costa Community College District. For rules and guidelines in each program, please refer to the application packet.

Employees who participate in any of the education incentive programs offered by the Contra Costa Community College District (not limited to those included in this section) may apply for a tuition payment or reimbursement from a single or multiple sources, provided the total amount of payment or reimbursement does not exceed the maximum disbursement amount of the appropriate program.

Classified Employee Enhancement Program (CEEP)

Purpose

A program that provides funding for course work outside of the District (i.e. community colleges other than CCCCD, adult educational programs, universities and colleges), conferences and other appropriate learning and educational activities.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District.

Criteria

Activities must meet any of the following criteria:

- Teaches organizational skills
- Improves job performance
- Reduces accidents and improves safety practices
- Prepares an employee for new or improved technologies (not currently used in the employee's position)
- Expands knowledge, skills or abilities needed for promotion
- Enhances human relations skills (team building, problem solving, etc.)
- Provides general skills training
- Provides personal growth/enrichment
- Fosters good health

Exclusions

The following are not covered by the CEEP program:

- Orientation or initial training of new employees and in-service training required by management as a result of new technology or organizational change in the employee's current position
- Recreational activities (i.e. scuba diving, skiing, mountain climbing, fishing, sailing, dancing, gyms, health/fitness clubs/centers, weight loss programs, etc.)

Application Process

Applications may be obtained from any site CEEP committee member. To attend a program offering, completed applications must be submitted to your local CEEP committee at least four (4) weeks in advance for fee-payment purposes. At least two (2) weeks is required for reimbursement purposes. If you are unsure of who your site CEEP committee member is, please contact your Business Director.

Selection Process

Each location's CEEP Committee reviews submitted application packets for consideration.

Employees are notified in writing on behalf of local CEEP Committee regarding awarding decision.

Disbursement Limits

Up to \$1,200 per academic year. All inquiries regarding disbursement limits should be directed to the location CEEP Committee.

Please refer to Article 24 of the Local 1 Collective Bargaining Agreement for further details regarding this program.

Release Time/Overtime

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

CEEP Committees

DVC: Teresa Towers x2-2058

CCC: Brian Williams x4-3992

LMC: Sandra Mills x3-7591

District Office: Jeanie Smith x1-6895

Educational Incentive Program (Classified)

Purpose

To academically support members of the classified staff by encouraging preparation for upward mobility through education.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District.

Criteria

Classified employees of the Contra Costa Community College District PEU Local 1 bargaining unit including Contra Costa College, Diablo Valley College, Los Medanos College, District Office, San Ramon Valley Center and Brentwood Center.

Award may be applied to community college, vocational/technical, private certificate programs, four-year college, university, or graduate tuition.

Exclusions

Coursework related to current position is not covered by this program.

Costs for books, supplies or miscellaneous items will not be eligible for reimbursement

Selection Process

Candidates must complete a Staff Development Educational Reimbursement Program application form. Applications can be obtained from any committee member.

- Attach receipts and Verification of Enrollment
- Return completed application packet to your site representative or directly to Local 1.

Application Process

All applicants will be considered. However, those who have not utilized this program previously will be given preference.

Denials are based on either a lack of funds or the candidate does not meet the criteria.

The Educational Incentive Committee will select recipients.

There will be no appeal of the Educational Incentive Committee's decisions.

The Educational Incentive Committee will send written notification of decision to the candidate.

Disbursement Procedures

- Awards up to \$700.00 per applicant per semester or quarter.
- Committee authorizes payment to recipient or Institution as designated by applicant.
- Check will be disbursed through District Office Human Resources Staff Development Department. Reimbursement payments will be processed and checks issued to employees within 45 days upon receipt date of approved application packet.
- Applications will be coordinated with Staff Development and CEEP Committees.

Release Time/Overtime

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

Educational Incentive Program Committee

Katherine Jinter, Chair, DVC x2-2588

Tuition Reimbursement for Classes Taken Within Contra Costa Community College District

Purpose

District's commitment to enhance the knowledge, skills, abilities and promotability of classified employees.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District. All Classified, Confidentials, Supervisors and Managers who have passed their probationary period, if applicable, shall be eligible for this program.

Criteria

Reimbursement only for tuition paid for any credit or non-credit classes offered by the District.

Must complete the course with a grade of at least "C" (or pass if a pass/fail course)

Exclusions

Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.

Costs for books, supplies or miscellaneous items related to a CCCCDC or non-CCCCDC class will likewise not be eligible for reimbursement.

Reimbursement Process

Upon successful completion of CCCCDC class(es), a Staff Development Educational Reimbursement Program application, and an Expense Claim form (which can be obtained through the location Business Office) please email to: jplanchon125@4cd.edu

District HR Staff Development Department Representative will review submitted application and expense reports for program eligibility and completeness. If employee is not eligible for reimbursement based on program guidelines, then he/she will be contacted by a District Office Human Resources Staff Development Representative explaining reason for non-reimbursement.

Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt of official transcript and completed expense report.

Disbursement Limits

No disbursement limits are identified in this program.

Please refer to Article 11 of the Local 1 Collective Bargaining Agreement for further details regarding this program.

Release Time/Overtime

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

Professional Development for Confidential Employees

Educational Fund Programs for Confidential Employees

Purpose

A program that provides Confidential employees funding for course work, conferences, workshops, and other appropriate learning and educational activities.

Who is eligible?

Full-time and part-time Confidential employees who have successfully achieved permanency in the Contra Costa Community College District.

Criteria

Confidential employees of the Contra Costa Community College District including Contra Costa College, Diablo Valley College, Los Medanos College, District Office, San Ramon Valley Center and Brentwood Center.

Exclusions

Recreational activities (i.e. scuba diving, skiing, mountain climbing, fishing, sailing, dancing, gyms, health/fitness clubs/centers, weight loss programs, etc.) are not covered by the Confidential Educational Reimbursement Program.

Application Process

Complete an “Educational Reimbursement Application” available on the intranet under the District Human Resources, Staff Development and then click the “Confidential” link. If you are unable to print a blank application from the intranet then please contact the District Human Resources Department at (925) 229-6460 for assistance.

Send a completed Educational Reimbursement Application along with all relevant receipts/invoices and a completed expense claim form to: jplanchon125@4cd.edu.

It is recommended that the application along with receipts/invoices and expense claim form be sent four (4) weeks in advance to the event for fee-payment purposes.

District HR Staff Development Department Representative will review submitted applications, receipts/invoices, and expense claim forms for program eligibility and completeness. If an employee is not eligible for reimbursement based on program guidelines, then he/she will be contacted by a District Office Human Resources Staff Development Representative explaining reason for non-reimbursement.

Disbursement Limits

Currently, funding is available up to \$1500 per applicant per fiscal year. The total is adjusted every year to ensure utilization. How much one receives depends on how many applications have been submitted and the amount of funds available at the time an application is forwarded.

Release Time/Overtime

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

Tuition Reimbursement for Classes Taken Within Contra Costa Community College District

Purpose

District's commitment to enhance the knowledge, skills, abilities and promotability of classified employees.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District. All Classified, Confidentials, Supervisors and Managers who have passed their probationary period, if applicable, shall be eligible for this program.

Criteria

Reimbursement only for tuition paid for any credit or non-credit classes offered by the District.

Must complete the course with a grade of at least "C" (or pass if a pass/fail course)

Exclusions

Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.

Costs for books, supplies or miscellaneous items related to a CCCCCD or non-CCCCD class will likewise not be eligible for reimbursement.

Reimbursement Process

Upon successful completion of CCCCCD class(es), a Staff Development Educational Reimbursement Program application and an Expense Claim form (which can be obtained through the location Business Office) email to: jplanchon125@4cd.edu.

District HR Staff Development Department Representative will review submitted application and expense reports for program eligibility and completeness. If employee is not eligible for reimbursement based on program guidelines, then he/she will be contacted by a District Office Human Resources Staff Development Representative explaining reason for non-reimbursement.

Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt of official transcript and completed expense report.

Disbursement Limits

No disbursement limits are identified in this program.

Please refer to Article 11 of the Local 1 Collective Bargaining Agreement for further details regarding this program.

Release Time/Overtime

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

Professional Development for Managers/Supervisors

Educational Fund Programs for Managers and Supervisors

Note: This pamphlet only contains a general overview of the different Educational Fund Programs for Managers and Supervisors in the Contra Costa Community College District. For rules and guidelines in each program, please refer to the application packet.

Employees who participate in any of the educational fund programs offered by the Contra Costa Community College District (not limited to those included in this brochure) may apply for a tuition payment or reimbursement from a single or multiple sources, provided the total amount of payment or reimbursement does not exceed the maximum disbursement amount of the appropriate program.

Management Council Professional Development Funds

Purpose

A program that provides professional development funds to cover the costs of various job-relevant training and education activities.

Who is eligible?

Full-time and part-time managers and supervisors who have successfully achieved permanency in the Contra Costa Community College District.

Application/Approval Process

Complete a Manager/Supervisor Professional Development Funds application prior to the event.

The purpose of the application must be consistent with one or more of the nine approved areas for fund utilization as noted in the application packet.

The application must contain detailed information about the conference or educational purpose (e.g., brochure).

The applicant must explain in the application how attendance at this conference/course would enhance his/her managerial skills.

Send the completed application to Julie Planchon at the District Office HR Department. It will then be routed through a committee for review and approval. The applicant will be informed whether his or her application was approved.

After payment of the conference/course, the applicant should submit an expense claim with original receipts and documentation for reimbursement to Andrea Medina in the HR Department at the District Office.

All receipts, reports, transcripts, and expense forms must be returned with 45 days of the requested function. Otherwise, funds will be returned to the pot.

Selection Process

The appropriate Management Council Executive Board Committee will review the application.

Following approval, the applicant will be notified.

Disbursement Limits

Currently, funding is available up to \$1,000 per applicant per fiscal year. This total is adjusted every year to ensure utilization. How much one receives will depend on how many applications have been submitted and the amount of funds available at the time an application is forwarded.

Tuition Reimbursement for Classes Taken Within Contra Costa Community College District

Purpose

District's commitment to enhance the knowledge, skills, abilities, and promotability of managerial and supervisory employees.

Who is eligible?

Managers and supervisors who have successfully achieved permanency in the Contra Costa Community College District who have successfully completed probationary period.

Criteria

Reimbursement only for tuition paid for any credit or non-credit classes offered by the District.

Must complete the course with a grade of at least "C" (or pass if a pass/fail course).

Exclusions

Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.

Costs for books, supplies or miscellaneous items related to a CCCCCD or non-CCCCD class will likewise not be eligible for reimbursement.

Reimbursement Process

Upon successful completion of CCCCDCD class(es), a Staff Development Educational Reimbursement Program application and an Expense Claim form must be completed and submitted (which can be obtained through the location Business Office) email to: jplanchon125@4cd.edu.

District HR Staff Development Representative will review submitted application and expense reports for program eligibility and completeness. If employee is not eligible for reimbursement based on program guidelines, then he/she will be contacted by a District Office Human Resources Staff Development Representative explaining reason for non-reimbursement.

Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt of official transcript, completed application, and expense report.

Disbursement Limits

No disbursement limits are identified in this program.