

## Educational Incentive Program

### 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 Campus and Brentwood Center.
- Award may be applied to accredited community college (see CCCCCD section of the brochure), vocational/technical institution, four-year accredited university, or graduate school earning a degree.

### Exclusions

- Employees on probation are excluded.
- Coursework related to current position is not covered by this program.
- Costs for books, supplies or miscellaneous items will not be eligible for reimbursement.
- Certificate/certification programs see CEEP of this brochure

### Selection Process

- Candidates must complete a Professional Development Educational Reimbursement Programs application form. Applications can be obtained online from the district website under Human Resources or from the following link:  
<http://www.4cd.edu/hr/reimbursement/Forms/AllItems.aspx>
- Attach tuition verification (*mandatory*)
- Attach copy of Verification of Enrollment (*mandatory*).
- Attach **all** documentation from the checklist on page 2 of the application as instructed
- Return completed application packet to a committee member.
- Incomplete applications will be returned to the employee.

### 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 applicant does not meet the criteria. A denial letter will be sent to the applicant.
- 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.

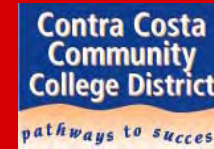
### Disbursement Procedures

- Between \$300-\$700 (**based on funds available**) per applicant, per quarter or semester
- Committee authorizes payment to recipient or Institution as designated by applicant.
- Payment is processed after District Human Resources Professional Development approval.
- Reimbursement payments are normally processed and checks issued to employees from 45 days of the receipt date of the approved application packet.

### \*\*Release Time/Over Time

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.

Rev 03/02/18



Contra Costa Community College District

## Educational Incentive Programs for Local 1 Classified Employees



Contra Costa College



Diablo Valley College



Los Medanos College

Brentwood Center  
District Office  
San Ramon Campus

### Note

This pamphlet 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. To obtain a copy of this brochure and obtain more information regarding the various Educational Incentive Programs go to the CCCCCD website at [www.4cd.edu](http://www.4cd.edu) and go to "Human Resources" and then click on the "Educational Incentives" link.

## *Important Notice*

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 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.

## *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.

### 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 Professional Development Educational Reimbursement Program application and an Expense Claim form (which can be obtained through the location Business Office) to:  
Contra Costa Community College District Office  
Human Resources Department  
500 Court Street, 4th Floor  
Martinez, CA 94553  
Attn: HR Support Services Manager
- District HR 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 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

\*\*See note on the last page of this booklet.

## *Classified Employee Enhancement Program (CEEP)*

### Purpose

A program that provides funding for course work, 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. Applications submitted for reimbursement are required to have a completed expense claim form and attached receipts. If you are unsure of who your site CEEP committee member is, please contact your local 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

Each location CEEP Committee determines the disbursement limit per employee based on funding amount. 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

\*\*See note on the last page of this booklet.