



**New Employee Orientation**

# **Professional Development**

**District Office Human Resources**

**(925) 229-6852**

## **Professional Development Coordinators**

### **Contra Costa College**

Professional Development Coordinator: Agustin Palacios (Faculty), x4-4933  
Management Representative: TBD  
Classified Representative: Chanel Barton (Hourly Program Coordinator) x4-4913

### **Diablo Valley College**

Professional Development Coordinator: Kristen Koblik (Faculty), x2-2253  
Management Representative: Richard Robison (Dean), x2-2601  
Classified Representative: Jessica Martin (Program Coordinator), x2-2038

### **Los Medanos College**

Professional Development Coordinator: Sara Larkin (Program Coordinator) x3-7556  
Management Representative: TBD  
Classified Representative: Sabrina Kwist (Dean), x3-7314

### **District Office**

Professional Development Coordinator: Andrea Medina (Management), x1-6852  
Classified Representative: Patricia Kaya (Executive Coordinator), x1-6821

## **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) 229-6852 for assistance.

Send a completed Educational Reimbursement Application along with all relevant receipts/invoices and a completed expense claim form to:

Contra Costa Community College District  
District Human Resources and Organizational Development Department  
500 Court Street, 4th floor  
Martinez, Ca 94553  
Attn: Staff Development Representative

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 CCCCDCD class(es), a Staff 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 Organizational Development Department  
500 Court Street, 4th Floor  
Martinez, CA 94553  
Attn: Staff Development Representative

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.