



Classified Staff Development Guidelines

1. **Goals:** (Statutory reference 43A.21)
 - a. To provide Central Lakes College with a productive and skillful work force.
 - b. To promote constructive work-place relationships in a healthy and diverse workforce.
 - c. To assist employees in achieving career and individual development.

2. **Eligibility-** Classified staff members must meet the following criteria to be eligible for Classified Staff Development Funds:
 - a. Employee status must be permanent and have completed the initial six – month probationary period.
 - b. Employees must be employed at least 50% of full time to receive benefits. Employees employed less than 50% of full time will have funds pro-rated.
 - c. Requests will be approved on a first come, first service basis.
 - d. Job **required** requests are not eligible for classified staff funds. Assigned training is considered a normal work assignment and supervisors are responsible for all necessary and legitimate expenses incurred as a result of employee participation.

3. **Requests for funds must fall into one of the following categories:**
 - a. **Health and Wellness** – Requests which do not fit “Job Related or Higher Education” will be considered under health and wellness.
 1. Requests fitting this category will be looked at individually for approval or disapproval.
 2. Requests in this category will not be granted for conferences/workshops/classes relating to physical activity (i.e. golf, yoga, etc.).
 3. Requests for dues/memberships will not be considered (i.e. club memberships).
 4. In general, types of requests considered will be: MnSCU/AFSCME promoted and stress related.
 - b. **Job Related-** Request must be clearly and directly related to the knowledge, skills, and abilities needed to maintain or improve competence in performing current job responsibilities at Central Lakes College. Job related requests are eligible for **Release Time** (paid time while you attend approved class) is granted for one class per semester.

- b. If the requestor is paying for the event personally and is requesting reimbursement: Submit a SEMA4 form (this SEMA4 needs the Classified Staff Committee chair-person's signature) to the Staples business office and attach a copy of the completed request form, and the appropriate receipts.
- c. It is your responsibility to register for event/class, lodging, etc.

8. Committee:

- a. Meets monthly, is comprised of eligible members from each campus.
- b. Develops Classified Staff Development Guidelines which are included in the employee handbook.
- c. handbook.
- d. Sets a dollar limit for each eligible employee.
- e. Appoints one representative to sit on the appeals committee.
- f. Approve/disapprove requests.
- g. Assists H/R in setting up and financing college wide events that fit within our guidelines up to two times per year.

Application Process Starts With Requestor Filing out Request Form:

