

**Central Lakes College**  
**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.
  - c. **Higher Education-** Higher education classes are those sponsored by technical, two-year or four-year educational institution. Included in this category are credit and non-credit based classes, workshops, and seminars. The Classified Staff Committee may refer requests to the President/Designee for approval or disapproval.
  
4. **Approved Expenses:** (Expense request must be approved by the Classified Staff Committee before the conference/class/workshop date.)
  - a. Eligible expenses include but are not limited to: tuition, books, course fees, and registration fees.
  - b. Travel expenses including mileage, transportation, lodging, and meals directly related to approved activity. Lodging fees will be considered if travel time requires you to leave the College before 7 a.m.
  - c. **NOTE:** Tuition and fees for summer session courses will be paid out of the following fiscal year. Mileage, books, or related expenses incurred for that summer session course if incurred prior to June 30 may be reimbursed in the current fiscal year.
  - d. **Committee reserves the right to refer to “Reimbursable expenses and taxable allowance policy for AFSCME Local 4001 Guidelines”**  
**[.http://www.afscmelocal.org/pages/6/index.htm](http://www.afscmelocal.org/pages/6/index.htm)**
  
5. **Application Process:** (Request must be approved by the Classified Staff Committee before the conference/class/workshop date.)
  - a. Requestor fills out form and has supervisor sign.
  - b. Requestor gives completed form to a committee member.

- c. The committee approves/denies.
  - 1. Committee sends copy back to Nancy Paulson.
- d. Request form goes back to requestor.

**6. Appeals:**

- a. The appeals are reviewed (in a timely manner) by appeals committee which is made up of administrative representatives and one committee representative.
- b. Approved requests go to the supervisor who then gives copies to requestor and the Classified Staff Committee.
- c. Upon denial of the request by the appeals committee, the supervisor will return the application to the employee with a written explanation for the denial. The Classified Committee is given a copy of this denial by the supervisor.

**7. Reimbursement/payments of approved requests:**

- a. If the approved requests is to be paid directly by the college:
  - 1. Submit a purchase requisition (this purchase order needs the Classified Staff Committee chair-person's signature) to the Staples business office and attach a copy of the completed request form.
- b. If the requestor is paying for the event personally and is requesting reimbursement:
  - 1. 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. Sets a dollar limit for each eligible employee.
- d. Appoints one representative to sit on the appeals committee.
- e. Approve/disapprove requests.
- f. 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:**

