

MY CLASSIFIED STAFF DEVELOPMENT REQUEST FORM

2008-2009

Resource: Classified Staff Development Funds are provided through Central Lakes College. The amount of funds per person for the FY09 school year has been set at: \$400.00. (Funding changes from year-to-year per budget availability. Funding is based on a first-come-first-serve basis.) *Note: Applications MUST be approved prior to the date of the conference/class/workshop, etc. Funding will not be approved after the date of the conference/class/workshop.*

Definition: Classified Staff Development Funds are available to provide for the professional and educational advancement of AFSCME staff members. Members must meet the following criteria to be eligible for classified staff development funds:

- Employees must be employed at least 50% of full time to receive full benefit. Employees employed less than 50% of full-time will have funds pro-rated.

Goals & Objectives: (Statutory reference 43A.21)

- To provide Central Lakes College with a productive and skillful workforce.
- To promote constructive work-place relationships in a healthy and diverse workforce.
- To assist employees in achieving career and individual development goals.

Employee Name: _____

JOB REQUIRED STATEMENT: 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.

This request is not job required. My employee simply wishes to attend the workshop/conference/class. Supervisor Signature: _____

Name of class/workshop/conference: (please attach information/brochure and course description)

Location of class/workshop/conference:

To/From dates of class/workshop/conference:

_____ Yes _____ No **Is this request job related?**

Definition: This request is directly and clearly related to the knowledge, skills, and ability needed to maintain or improve competence in performing current job responsibilities at Central Lakes College.

Does this request fit into my personal and professional goals? If so how....

_____ Yes _____ No **Does this request fit into my department's current work plan? If so how....**

_____ Yes _____ No **Will this request require your supervisor's permission for work release time?** Only job related classes/workshop/conferences can use "work release" time. (One credit based class per semester will be approved for release time.)

_____ **If yes, how much time are you requesting?**

_____ Per week, day, month

Supervisor's initials accepting release time: _____

The Classified Staff Committee reserves the right to refer to “expense allowances” of the most current ratified contract of AFSCME council NO 6 for guidance. Eligible expenses include, but are not limited to, tuition, books, course fees, and registration fees please list separately.

\$ _____ Registration, tuition & fees.

\$ _____ Books & other supplies.

\$ _____ Travel Expenses (mileage requested: state car available - .515 per mile/**no** state car available - .585 per mile)

\$ _____ Lodging (explanation see Classified Staff Development Guidelines; Approved Expenses: 4. b.)

\$ _____ Meals.

\$ _____ Other fees and supplies

Describe any additional fees requested:

\$ _____ **Total amount requested.**

_____ Employee Signature _____ Date

_____ Supervisor Signature _____ Date

Supervisor’s Comments:

The Classified staff Committee has reviewed this request and we:

Approve your request in the amount of \$ _____

Denied your request based on the following:

Classified Staff Development Committee Members signatures: Date _____

