TUITION FOR SPOUSES AND CHILDREN

The College District shall pay the tuition and fees for an employee's spouse and/or dependent children who enroll for credit in courses at the College District where college credit is awarded. An employee, spouse, and/or children may audit a credit granting course at the College District for no credit with the permission of the College President or the instructor and division chair. Such audit enrollees shall not be considered among registrants to ensure class formation. The College District may pay tuition costs under this policy for any continuing education classes taken at the College District that are job-related. In order for the College District to pay for a continuing education course, the College President and appropriate dean must authorize the employee to take the course.

For purposes of this policy, dependent children shall be defined as those children who meet the dependent requirements stated in the federal student aid guidelines.

EDUCATIONAL ASSISTANCE LEAVE

The Board recognizes that continuing education is essential to the growth and well being of the professional staff of the College District. Although there is a recognized contribution to the professional in assisting a staff member to continue his or her education, the primary purpose is to provide a higher quality of future service to the administrative or faculty position filled by the individual at the College District.

Any full-time professional staff member whether administrator or faculty member shall be eligible to apply for educational assistance leave that shall cover reimbursement for specified costs for completion of courses approved in advance by the College District.

The College District shall reimburse eligible employees for one-half of the actual costs of tuition, registration and other regular instruction fees and required textbooks after deducting the amount of any other financial assistance toward these costs to which the individual is entitled under federal, state, or local legislation or from other institutional sources.

Reimbursement shall be made upon successful completion of courses of study at accredited universities or vocational institutions approved by the appropriate dean. All courses must be approved by the appropriate dean prior to registration. Educational assistance reimbursements and stipends for resultant hours earned above the master's degree shall only be paid for courses of study within the specific area of assignment of the individual or in the field of education; any exceptions shall be considered by the Board upon the recommendation of the College President. Correspondence courses are not covered by this policy.

FACULTY OFFICES

The College District shall provide a private office to each faculty member as offices are available. Offices shall be assigned by the appropriate dean prior to the opening day of each academic year.

Teachers, upon request, shall be furnished keys to the building in which their offices are located. Keys are issued only on the written authority of the appropriate dean.

STAFF DEVELOPMENT LEAVE

A full-time classified staff member becomes eligible for a staff development leave after the date of his or her fifth anniversary at the College District and every fifth anniversary following the date of an awarded staff development leave.

For continued eligibility, the selected applicant should enroll in:

- 6 or more credit hours (full time) for graduate work
- 1 to 11 hours to complete undergraduate work
- 12 or more credit hours (full time) for undergraduate work
- 12 or more credit hours (full time) for certificate work

REVIEW COMMITTEE

A seven-member committee, consisting of the elected staff advisory committee, is responsible for evaluating applications and making recommendations to the College President. The chair shall be the appointed assistant to the College President. A recorder shall be elected from the committee at the first meeting.

The review committee shall provide a list of persons recommended in priority order to the College President. Should persons recommended not be able to initiate the leave for personal or professional reasons, the first alternate shall be offered the leave.

The College President recommends the finalist to the Board for approval.

FUNDING

The recipient(s) of the staff development leave(s) shall receive full pay for a semester. (A semester is defined as a fall semester, a spring semester, or two summer semesters.) Staff development leave may be for times shorter than a semester.

If permission is granted for a two-semester leave, the recipient shall be entitled to one-half pay with apportioned benefits.

An employee on staff development leave shall continue to receive all institutional benefits, including participation in the retirement program and group insurance plans. The manner of compensation shall be the same as for all regular employees and shall be contingent upon the satisfactory participation of the employee in the approved program of leave.

Persons awarded staff development leaves may not engage in employment during the leave unless such paid employment is a condition of the leave for insurance or other reasons. (Such pay shall be deducted from the salary component of the staff development leave.)

METHOD OF APPLICATION

Application shall be made to the staff advisory committee. The proposed application must indicate how the staff development leave is in compliance with College District goals and he or she must demonstrate through the proposed application that the primary purpose of the leave is to enhance his or her professional growth and to benefit the College District.

SELECTION CRITERIA

Each applicant shall be judged solely upon the merit of his or her application and its potential benefit to the College District, to the applicant, and to the students. Institutional need shall be the number one priority on considering applications, with available funds and the quality of the application being considered as well. The appropriate supervisor and dean shall indicate approval on the application form.

PURPOSES OF STAFF DEVELOPMENT LEAVE

Purposes for which staff development leave may be granted are to:

1. Enrich staff knowledge in the field in which they are employed.
2. Completion of an associate, bachelor, or master's degree.
3. Completion of certification programs.

PROVISIONS OF STAFF DEVELOPMENT LEAVE AGREEMENT

The recipient of a staff development leave must agree, in writing, to return to the College District for a period of two years or, upon completion of leave, return the entire leave stipend (including benefits) to the College District.

The time encompassed by the leave shall apply toward the College District salary classification. Employment status does not change if the leave is granted. This leave does not imply that an employee returning from a leave shall be promoted.

Persons who receive staff development leaves shall present a program on their staff development leave. This presentation should be announced to the College District community: administrators, faculty, staff, and students. The presentation shall be reflected in the division minutes. In addition, a written report shall be prepared which compares the objective of the leave to what was actually accomplished. This report shall be submitted to the appropriate supervisor, dean, and the College President. A copy shall also be placed in the employee's personnel file.

The supervisor shall be responsible for verifying in writing to the College President that persons awarded a staff development leave fulfilled the conditions of the leave.

MENTOR PROGRAM

A faculty/administrator shall volunteer to be an advocate for the recipient throughout the process of transition and provide support for personal and intellectual development. They would help overcome barriers to learning that adults face and help the recipient overcome them; share knowledge, skills, wisdom, and information with the recipient; be an attentive listener, yet provide feedback; provide a model to develop, nurture and give vision; provide structure; and serve as an advocate.

PROCEDURAL DATE-LINE

The calendar for the staff leave program shall be as follows:

October 15	Final date for Review Committee (Staff Advisory Committee) to receive staff development leave proposals
October 20	Review Committee convenes.
November 1	Review Committee submits recommendations to the College President
November 15	The College President notifies recipient of pending recommendation to the Board
November 20	Board approval