

# Procedure

Procedure #3.10

Effective April 25, 2001  
Revised September, 2003

<i>(Impact Area - Dept Name)</i> Category II, IV, and VI Employees	<i>(General Subject Area)</i> Conditions of Employment	<i>(Specific Subject Area)</i> Staff Professional Development
	<b>Author:</b>	<b>Supersedes Procedure #</b>
<b>Relates to Policy #</b>	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
North Idaho College		

## **ELIGIBLE PARTICIPANTS**

Full or part-time, non-faculty employees eligible for benefits and employed continuously for at least one year.

## **PROFESSIONAL IMPROVEMENT PLAN (PIP)**

The intent of the Professional Improvement Plan is to encourage the systematic planning of professional goals. The plan may include funded and non-funded activities.

Non-Funded Activities: Activities improving job performance that do not require financial assistance.

Funded Activities: Job-related credit and non-credit classes, conferences, workshops, seminars, and relevant professional certifications. Professional journal subscriptions and/or membership in professional organizations will not qualify for professional development funds.

Using the PIP form, participants will develop a Professional Improvement Plan. Once the supervisor(s) has approved the plan, the supervisor will submit it to the appropriate vice president for approval. The PIP may be updated and modified throughout the two-year funding cycle. At the end of two years, participants may begin a new funding cycle and a new professional improvement plan.

## **FINANCIAL ASSISTANCE FOR PROFESSIONAL IMPROVEMENT**

As an indication of its commitment to professional development, the College may provide financial assistance of up to \$750 per eligible employee for each two-year funding cycle. Eligible part-time employees will receive a pro-rated amount equal to their percent of full-time. The funds are not part of a participant's salary and may be accessed only through completed, approved PIP and PIP Request for Funds forms.

For each applicant whose Professional Improvement Plan is approved, funds will be available until the yearly fund is depleted. Eligible employees may use their funds in part or in whole any time during their two-year cycle. Each funding cycle will begin on July 1 and end June 30, two years later. The college may rescind all funding with the approval of the Board of Trustees.

The institution agrees to allocate a minimum of \$12,000 per year to the program. Any portion of the allocation for the year that is not used (up to a maximum of \$6,000) may be added to the PIP fund for the next budget year. The fund will never consist of more than \$18,000 in any year. This funding is not intended to supplant normal departmental professional development funds.

Should all funds authorized during any given year not be used, the Staff Assembly Executive Committee, with a representative from the Office of Professional Development, may use and/or encumber those funds for projects appropriate for staff professional development.

## **PROFESSIONAL IMPROVEMENT PLAN FUND REQUESTS**

Once the Professional Improvement Plan is approved, the applicant may request funds by completing a PIP Funds Request form. The PIP Funds Request form may be submitted at any time. However, staff are strongly encouraged to submit completed fund request forms by May 1.

After the supervisor(s) and the vice president have approved the PIP Request for Funds, the Professional Improvement Plan and the Request for Funds forms are forwarded to the Office of Professional Development for verification of fund availability. This begins the applicant's two-year funding cycle.

Upon verification of fund availability, the paperwork will be returned to the applicant. The applicant is responsible for forwarding the paperwork to the Business Office.

A copy of the Professional Improvement Plan and PIP Request for Funds forms will be maintained in the applicant's file in the supervisor's office.

## **VERIFICATION OF ACTIVITY COMPLETION**

Upon completion of the funded professional development activity, appropriate documentation should be submitted to the supervisor and kept in the applicant's file.

Documentation may include:

- For credit classes: official transcript or grade report.
- For conferences, workshops and seminars: a copy of the information brochure, and a brief synopsis of what was learned and how it will improve job performance.
- For professional certification: a copy of the certificate.
- For non-credit classes: a grade report or other document verifying satisfactory course completion.