



Board Procedure 400.16: Staff Development Plan

Personnel

Staff development at Iowa Valley Community College District encourages and strives to facilitate the professional and personal development goals of all employees to upgrade their knowledge and enhance the quality of their job performance. Each District unit has the responsibility for developing and reviewing plans, activities, and budgets for staff development.

Types of Activities

District Workshop Days

IVCCD Annual Workshop

The President is responsible for planning the workshop activities with input from the District units.

Fall & Spring In-service Days

Staff development activities are developed and implemented by each District unit.

Job-related Professional Development

Each unit supports individual staff participation in conferences, workshops, seminars, and technical courses which contribute to upgrading/updating specific job-related skills.

Staff Development Units

IVCCD supports and encourages administration, support staff and faculty to participate in undergraduate and graduate work, continuing education units and work experience. The course must contribute to the upgrading/updating of specific job-related skills. The appropriate form should be submitted to District Office Human Resources staff following course registration.

Non-Faculty

The SDU program has an annual budgetary cap of \$30,000 for benefit eligible non-faculty employees. The program will reimburse up to six

credit hours per person at a rate of up to \$550.00 per credit hour. Reimbursement for less than full-time (.75 to .99 FTE) employees is pro-rated according to their FTE.

To qualify for the SDU program, employees will submit an SDU request form for coursework following registration. Reimbursement will occur following receipt of proof of payment and successful grade reports from employees who have submitted the SDU request form. Proof of payment may include cancelled check, credit card/cash receipt, or student loan.

There is no guarantee of reimbursement for employees who fail to timely submit their SDU request forms or if the budgetary cap is reached.

Faculty

Approved hours are covered by the SDU program up to a maximum of six per person. One SDU will be equal to one semester hour of graduate or undergraduate credit. The employee must file application for approval at the time when or before the course begins.

Out-of-pocket expenses will be reimbursed upon satisfactory completion at a rate of up to \$550 per SDU. The year begins September 1 and ends August 31 each year. Reimbursements must also be in compliance with the IRS requirements and the District's education plan to be non-taxable income in the calendar year.

College hours required for certification will qualify for all faculty. 1.8 CEU's (Continuing Education Units - one CEU equals 10 contact hours) will equal one SDU and 36 hours of special work experience will equal one SDU.

The District will not approve expenditures with respect to Staff Development Units for faculty in excess of an aggregate of \$30,000.00 for the twelve-month period, September 1 - August 31.

Staff Development Unit credit may not be obtained when travel and registration costs are financed by the District or when tuition reimbursement is available.

This Educational Assistance Program is intended to comply with the Economic Growth and Tax Relief Reconciliation Act of 2001, which allows an employer to offer its employees tax-free educational assistance (Internal Revenue Code section 127).

Both calendar year and academic year must be taken into account for reimbursement limits and availability for all employees. In no event will the amount reimbursed be more than the IRS allowable reimbursement (Internal Revenue Service Code Section 127).

Employees receiving this assistance will be expected to continue working for the District for at least one year in a benefit-eligible position after reimbursement is received.

Employees terminating employment before completing the one-year service requirement will be expected to reimburse the District for a pro-rated amount of the assistance received. If the employee does not issue payment to the District, a deduction will be taken from the employee's final paycheck. This provision applies only to a "voluntary severance" of employment. It is not applicable if the District severs employment for the purposes of staff reduction or an employee severs employment to avoid receiving a termination for staff reduction.

Credit and Non-credit Tuition Reduction Program

Board Policy 441 addresses tuition reduction for IVCCD courses.

New Employee Orientation

Orientation of new employees will be arranged by the IVCCD Human Resources office and each unit within the District.

Staff development activities are selected by the individual staff members in consultation with the respective supervisor. Activities are expected to be discussed in advance with the supervisor and be reflected in an individual's personal educational development. Such activities are expected to contribute to improved job performance by the individual.

IVCCD encourages internal, external and international exchange opportunities (i.e. Fulbright Seminar Abroad Program, other community college programs, etc.).

As a result of limited funding resources, IVCCD may be unable to reimburse all the staff development requests of the employees. Even though each of the units has prioritized activities and needs, they may be unable to meet those requests.

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

September 11, 2019; July 8, 2015; February 5, 2014; July 8, 2009; August 13, 2003; November 8, 1999; October 14, 1998; July 1, 1997; August 22, 1995; November 15, 1994

Formerly Board Policy 421