

Purpose: To provide SRJC employees with an opportunity to improve skills and increase knowledge by enrolling in SRJC courses which are directly job related. Funding is limited and is available only for fall and spring semester courses.

Guidelines:

- Employees must apply for funding in advance and receive approval of funding prior to enrolling in SRJC courses.
- Employee must be working at 50% or more to be eligible.
- Employee may be reimbursed for enrollment fees up to three (3) units per semester and books/material fees required for the course.
- Applications for reimbursement must receive approval by the employee's immediate supervisor and component administrator, and **be submitted to the Resource Center at least two weeks prior to beginning of course.**
- Reimbursement is contingent upon course completion with a grade of C or better, or Pass in a Pass/No Pass course and funding availability.
- Funds for this program are limited and will be administered by the Resource Center for Staff Development; they will be awarded to employees on a first come, first served basis.
- Courses for which reimbursement is received from the College may not be used to qualify for Professional Growth Increments or salary advancement credit.

Procedures:

- Employee obtains application from the Resource Center or SRC Website.
- Employee meets with immediate supervisor to establish appropriateness of course as related to the employee's job. Faculty members meet with the Department Chair in their area.
- Complete application and obtain supervisor signature.
- Application is submitted to the Resource Center for processing.
- Application is forwarded to supervising administrator of Staff Development for review and approval.
- Applicant receives copy of approved application and Payment Request Form before course begins. Approval does not guarantee reimbursement.
- To receive reimbursement, employee must attach a copy of the grade transcript and receipts for books/material fees to the Payment Request Form.
- Requests for reimbursement (Payment Request Form) must be completed and submitted to the Resource Center within one week after grades are posted to the web. (No later than **January 15** for fall semester reimbursements and **June 15** for spring semester reimbursements.)