

## Lynda.com Computer-based Training

Staff Development is pleased to announce: **Lynda.com Computer-based Training**. There is limited funding available to reimburse employees for the cost of this training through a Fee Reimbursement Program. See below for details, and then apply if you are interested in improving your skills!

### Purpose of the Training

To provide SRJC employees with an opportunity to improve skills and increase knowledge by registering for Lynda.com Computer-based Training which is directly job related. Funding follows a reimbursement process and is only available with a pre-approved application including supervisor approval. Funding is limited and is offered on a trial-basis for Summer 2011.

### Guidelines

- This training is approved for release time and may be done at the employees workplace during paid work time. Employees and supervisors will work together to determine the best time for training based on the needs of the department and the employee's work load.
- Employees must apply for the reimbursement program in advance and receive approval of funding prior to beginning training with Lynda.com.
- Employee must be working at 50% or more to be eligible.
- Employee may be reimbursed for membership fees for one or two months of training.
- Applications for reimbursement must receive approval by the employee's immediate supervisor, and be submitted to Staff Development in advance of beginning the training.
- Reimbursement is contingent upon satisfactory completion of training based on supervisor and employee evaluation.
- Funds for this program are limited and will be administered by the Staff Development Office; funds will be awarded to employees on a first come, first served basis.
- Training 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 an application from the Staff Development Office or SRC Website.
- Employee meets with immediate supervisor to establish appropriateness of training as related to the employee's job. Faculty members meet with the Department Chair in their area.
- Complete application and obtain supervisor approval.
- Application is submitted to Staff Development for review and processing.
- Applicant receives notification of approved application, evaluation forms, and the Payment Request Form to be used for reimbursement.
- Employee registers for a Membership at [www.lynda.com](http://www.lynda.com) (Click on Subscribe) and pays with their own credit card. (Only non-premium training will be reimbursed; \$25 for one month, up to a maximum of \$50 for two months.) Employees may register for premium training, but will only be reimbursed for the standard training rates.
- By registering for a Lynda.com membership, you will agree to be charged for a subscription to a monthly membership to lynda.com. You will be charged \$25.00 initially (for standard membership; higher charge applies for premium membership), and will be automatically charged monthly for the regular fee of \$25.00, starting a month later, until you cancel the subscription. You can cancel your membership from lynda.com when you log in to the service by going to the my account menu in the top right of your window and clicking on cancel membership. If you cancel within a billing cycle, your membership stays active until the end of the billing cycle, and you will not be billed for the following period.
- It is the employee's responsibility to cancel their Lynda.com membership in order to stop the billing cycle.
- To be considered for reimbursement, the employee and supervisor must complete the post-training evaluation.
- To receive reimbursement, the employee must submit the Payment Request Form with the Lynda.com membership registration receipt attached.
- **Requests for reimbursement (Payment Request Form) must be completed and submitted to Staff Development within 2 weeks of completing the training.**
- All Business Services deadlines are applicable.