



# Classified Staff Development Program

- **Newly hired permanent classified employees who have completed the required probationary period are eligible to participate.**
- **On-line reimbursement forms are available from the District Portal downloads tab at <http://smccd.edu/portal> under Human Resources folder, Classified Staff Development folder.**

#### *Campus Contacts:*

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The Classified Staff development Program was established in 1985 and has since supported the advancement and learning of hundreds of employees.

The San Mateo County Community College District recognizes that the quality of its educational offerings and services is enhanced by the professional growth and development of its employees. The Classified Staff Development Program is intended to provide opportunities to attend classes and workshops that will promote outstanding District departments, programs and services, while fostering the creativity, personal growth and advancement of our employees. Through our staff development opportunities we hope to create a positive climate of open communication, mutual respect and appreciation for the advantages of a diverse community.

## Conference Reimbursement

Employees are encouraged to attend work-related professional conferences, workshops and/or seminars.

Reimbursement up to a maximum of **\$1,000** per conference workshop per each fiscal year may be made.

If you are interested in attending a workshop, complete the Application for Workshop and Conference Attendance well in advance of the date of the event, and obtain your supervisor's approval. The application should then be forwarded to your proper CSD campus representative

who will approve and send the form to HR. HR will process the request for reimbursement after submission of Statement of Conference Expense form **no later than 30 days after the conference**, via proper **CSD** campus contact.

*Additional funds may be available from your college.*

## Tuition Reimbursement

Employees who successfully complete approved college coursework towards a degree may be eligible for funding through the tuition reimbursement program. The program is intended to support employees who wish to upgrade their skills and/or complete a college degree program at an accredited institution.

Employees may be reimbursed for tuition,

books and related expenses (not including meals or mileage) for a **maximum** reimbursement of **\$1,400** in a one year period (July 1 through June 30). Reimbursement will be made upon satisfactory completion of approved coursework with a grade of C or better.

Interested employees should complete a Tuition Reimbursement application before starting

their class work and obtain the approval of their supervisor and administrator. The application should then be forwarded to the District Office, Office of Human Resources.

**No later than 30 days after completion of the class**, submit Request for Tuition Reimbursement form with attached receipts.