



Cañada College • College of San Mateo • Skyline College

# Professional Development Program

- **Newly hired permanent 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, Professional Development folder.**

## ***Campus Administrators:***

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The Professional Development Program was established in 1985 and has since supported the advancement and learning of hundreds of classified staff and managers. Although it is one program, budgets for classified staff and managers are maintained separately.

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 Professional Development Program includes professional development activities offered by the District and 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.

## Workshop and Conference Reimbursement

If you are interested in attending a workshop or conference, complete the Application for Workshop and Conference Attendance at least 60 days in advance of the date of the event, and obtain your supervisor's approval. The application should then be forwarded to your Campus Administrator (as indicated on the left side of the page) for approval. After attending the conference, you will be required to submit a Statement of Conference Expenses Form to your Campus Administrator in order to process your reimbursement request. This Form must be submitted **no later than 30 days after the conference**.

## 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, meals, mileage, and related expenses are not included). 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 Campus Administrator. **No later than 30 days after completion of the class**, submit the Request for Tuition Reimbursement Form to your Campus Administrator.