



May 23, 2018

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: POLICY ADOPTIONS

The following proposed amended policies conform to applicable laws and regulations, and provide updates to reflect current and desired practices:

- College Policy 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees
- College Policy 6Hx28: 3C-07 Employee, Dependent, and Program Development Funds
- College Policy 6Hx28: 3D-11 Education and Professional Development Leave for Staff and Administrators
- College Policy 6Hx28: 3D-12 Sabbatical Leave for Tenured Faculty

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve Policies 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees; 6Hx28: 3C-07 Employee, Dependent, and Program Development Funds; 6Hx28: 3D-11 Education and Professional Development Leave for Staff and Administrators; and College Policy 6Hx28: 3D-12 Sabbatical Leave for Tenured Faculty, as presented.

A handwritten signature in black ink, reading "Sanford C. Shugart". The signature is written in a cursive style and is positioned above a horizontal line.

President



POLICY: 6Hx28: ~~3C-07-X-XX~~

Responsible Executive: Vice President,
Organizational Development & Human
Resources

Policy Contacts: Director, HR Policy and
Compliance Programs

Specific Authority: [1001.64., F.S.](#)
Law Implemented: 1001.64, F.S.; [6A-
14.029, F.A.C.](#)

Effective Date: ~~05-23-xx-xx~~-2018

Date of Last Policy Review: [05-23-2018](#)

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Staff Paid Through Staff and Program Development Funds Employee, Dependent and Program Development Funds

Policy Statement:

~~In order to improve employee performance through courses which update or upgrade competence and general knowledge, current full-time college employees who have been employed at the College for a minimum of six months may register for courses offered by the College up to a maximum of six (6) credit or equivalent hours per term with matriculation and tuition fees paid through staff and program development funds. Such payment shall not apply to other fees including private instruction fees, independent study fees, or fees to be paid to other institutions. Career employees may not register for courses scheduled during their normal working day.~~

Valencia College is committed to creating an environment that encourages professional development and opportunities for academic, technical, and life-long learning of its employees. A pool of Employee, Dependent, and Program Development funds has been established for the ongoing support of college-wide goals and plans, continued development of College employees, and the development of programs that enhance the College's ability to achieve its mission. The President, or designee(s), may adopt programs and establish procedures to implement this policy.

Policy History:

Adopted 12-11-74; Amended 6-28-78; Amended 10-17-79; Amended 9-16-81; Amended 1-1983; Formerly 6Hx28:7-13; Amended 8-24-83; Amended 8-20-86; Amended 11-18-92; Amended 12-10-02; ~~Formerly 6Hx28:07-07; Amended 5-23-18 00-00-18~~ Combines policy: [6Hx28: 3C-09 \(repealed 00-00-18\)](#); ~~Formerly 6Hx28:07-07~~

Related Documents/Policies:

None

Procedures:

~~None~~

The following procedures outline the categories, eligibility, definitions, and the college's process for reviewing requests for funds in accordance with this policy:

I. **Employee Development Funds (EDF):** EDF are funds available, with supervisor approval, to current full-time employees of the college who have been employed at the college in a full-time position for a minimum of six continuous months. These funds provide these eligible employees the opportunity to acquire skills, knowledge, abilities, and/or competencies to learn and develop within their current role or in preparation for their future career development at Valencia College.

A. Eligible development – Eligible employees may utilize Employee Development Funds for Valencia College tuition (for academic and continuing education credit at Valencia College); tuition costs of other United States regionally accredited higher education institutions; conference registration; workshop registration; seminar or webinar registration; other approved professional development programs, or a combination thereof. These funds are not retroactive, non-cumulative, and shall not apply to any other expenses, including but not limited to: related course application fees, private instruction fees, independent study fees, special fees paid to a third party, special or additional fees paid to the College as outlined in the Valencia College course catalog and/or registration schedule bill, books, supplies, equipment, subscriptions, test/exam fees, membership fees (including those as part of registration), delinquent tuition, travel costs, or hotel costs. Tuition covered by grants, scholarships, gifts, or other awards (excluding loans) may not be eligible for EDF payment, depending on the specific type of aid. Employees may be asked to provide documentation of successful completion of the selected eligible development opportunity and/or institutional accreditation information. Eligible employees may choose from one of two available development track opportunities:

1. Degree-seeking at Valencia College track:

a. Eligible employees seeking to complete their degree at Valencia College shall have tuition covered a maximum of eighteen (18) credit hours per fiscal year. For the purpose of this section, degree-seeking includes academic credit hours earned towards technical certificates, associate degrees, and/or bachelor degrees at Valencia College.

b. This total cannot exceed the dollar amount equivalent to

and eighteen (18) in-state credit hours in a fiscal year with a maximum fee not to exceed the total tuition fees as approved by the District Board of Trustees in accordance with statute, rules or regulations. Funds shall not apply to other related expenses including but not limited to: related course application fees, private instruction fees, independent study fees, special fees paid to a third party, special or additional fees paid to the College as outlined in the Valencia College course catalog and/or registration schedule bill, books, supplies, equipment, subscriptions, test/exam fees, membership fees (including those as part of registration), delinquent tuition, travel costs, or hotel costs.

- c. Employees who enroll in degree-seeking courses totaling a dollar amount more than \$1,100 in a fiscal year are not eligible for additional EDF for opportunities listed under I. A. 2. below.
- d. Applying for funds: Employees must complete and submit the Request for Valencia College Course Tuition form (available in ATLAS) and submit it to their Organizational Development and Human Resources (ODHR) Regional Solution Center. Instructions for submission are located on the form.

2. Professional development track:

- a. Eligible employees seeking to use EDF on Valencia College continuing education classes (including career certificates), non-degree seeking Valencia College courses, and non-Valencia College tuition or registration (as defined below) are eligible for use of up to \$1,100 employee development funds per fiscal year for out-of-pocket eligible expenses.
- b. Eligible employees may use up to a maximum of \$1,100 per fiscal year on any combination of professional development under item I. A. 2 below. Eligible employees who choose to take degree-seeking courses at Valencia College under I. A. 1. above who do not meet the dollar amount equivalent to \$1,100 may also use remaining available funds in any professional development area listed below:
 - i. Valencia College continuing education and non-degree seeking Valencia College tuition—Tuition shall be covered, up to a maximum of \$1,100 per

fiscal year for an employee's continuing education courses. Employees must complete and submit the Request for Valencia College Course Tuition form (available in ATLAS) and submit the required supporting documentation to their ODHR Regional Solution Center. Instructions for submission are located on this form.

ii. Non-Valencia College tuition – Tuition shall be paid at a United States regionally accredited institution, up to a maximum of \$1,100 per fiscal year for an employee's courses.

iii. Registration: Conference, workshop, seminar and/or webinar registration shall be paid, up to a maximum of \$1,100 per fiscal year for an employee's own participation.

c. Applying for EDF: Employees selecting non-Valencia College tuition and/or registration as listed above must complete and submit the Request for Employee Development Funds form (available in ATLAS) and submit the required supporting documentation to their Organizational Development and Human Resources (ODHR) Regional Solution Center. Instructions for submission are located on the form.

II. **Dependent Tuition:** Persons who are children, spouses, domestic partners, or dependents (as defined below) of current full-time employees who have been employed at the College in a full-time position for a minimum of six continuous months are eligible for tuition payment towards credit and non-credit courses at Valencia College. These funds are valid for up to a maximum of six (6) credit hours per term with a maximum fee not to exceed the total tuition fees assessed for six (6) in-state credit hours as approved by the District Board of Trustees and as prescribed by statute, rules, or regulations. Funds shall not apply to other expenses, including but not limited to: related course application fees, private instruction fees, independent study fees, special fees paid to a third party, special or additional fees paid to the College as outlined in the Valencia College course catalog and/or registration schedule bill, books, supplies, equipment, subscriptions, test/exam fees, membership fees (including those as part of registration), delinquent tuition, travel costs, or hotel costs. A child of two (2) Valencia College employees may take a maximum of six (12) credit hours per term.

A. Definitions:

1. **Dependent:** A non-Valencia College employee who is a spouse, domestic partner, or child of a Valencia College employee

2. Child: A dependent who is a natural child, legally adopted child, step-child or foster child of a Valencia College employee who has not attained age 24 prior to the beginning of the semester for which the funds are requested.
3. Spouse: A dependent who is legally married to a Valencia College employee and resides in the same household.
4. Domestic Partner: A dependent who is a partner of a Valencia College employee who has submitted a verified Affidavit of Domestic Partnership to Organizational Development & Human Resources.

B. All dependents taking advantage of this benefit will be expected to follow normal student registration procedures.

C. Applying for Dependent Tuition Funds: Eligible employees must complete and submit the Request for Valencia College Course Tuition form (available in ATLAS) to their ODHR Regional Solution Center. Instructions for submission are found on the form.

D. To verify eligibility, employees may be asked to provide documentation to verify eligibility of dependents, institutional accreditation, and/or successful course completion.

III. Program Development Funds: Funds are managed by the senior leadership and available to support program initiation or innovation. Program development includes salary payment, research, planning, design, and evaluation, and purchase of instructional supplies and equipment and related expenses to support the program development. This includes but is not limited to: travel costs, conference registration fees, and other costs as approved by the senior staff member. All College travel policies apply, including those pertaining to international travel.

Each senior team member at the college receives a budget for program development funds to use within their division or campus. The distribution of these funds is at the discretion of the senior staff. Please refer to each department senior leader for the distribution process.

Procedure History:

Amended ~~5-2300-00-18~~

Date of Last Procedure Review: ~~05-23-2000-00-18~~