

Frequently Asked Questions

Employee, Dependent and Program Development Funds

Eligibility Questions 2

Dependent Tuition 3

Procurement Card (PCard) Purchases 4

Conferences 5

Courses 6

Supervisor Approval 7

Degree/Certificate-Seeking Courses at Valencia College 7

Eligibility Questions

What are Employee Development Funds?

Employee development funds, formerly known as SPD funds, are used for the improvement of employee performance through activities that update or upgrade competencies specified for present or planned positions.

How much do I get each year in Employee Development Funds?

\$1,100 per fiscal year to be used for non-degree/non-certificate seeking courses at Valencia or another accredited institution and conferences or workshop registration. Employees taking degree-seeking or technical certificate-seeking courses at Valencia College are eligible for up to 18 credits per fiscal year. These funds do not roll over from year to year.

How long do I have to be employed full-time at Valencia before I can access Employee Development Funds?

Employees must have six months of continuous, full-time service before using Employee Development Funds.

Which employees are eligible for Employee Development Funds?

Full-time employees who have been employed at Valencia College continuously for at least six months are eligible. This includes 12-month staff positions, 10-month tenured/tenure-track faculty positions and 10-month and 8-month non-tenure earning faculty positions.

What can Employee Development Funds be used for?

Employee Development Funds can be used on conference registration or tuition reimbursement. Webinar, workshop and seminar registrations are also eligible.

Can Employee Development Funds be used to purchase books, CDs, DVDs, materials, memberships, exam/test fees or subscriptions?

No. See the previous question.

What payment methods may be used to access my Employee Development Funds?

Employees may use PCards, a check request form or may pay out of pocket and be reimbursed later.

Can I share my Employee Development Funds with a coworker?

No, each eligible employee may only use his or her own Employee Development Funds.

What is the difference between campus Program Development Funds and Employee Development Funds?

Campus Program Development Funds are available to each senior leader at Valencia.

This includes all campus presidents and vice presidents. These funds are used at the senior leaders' discretion. These funds may be available for travel but check with your supervisor for more information. Employee Development Funds are available to each eligible employee. The

use of these funds must be approved by your supervisor on an eligible expense.

Who approves the use of Employee Development Funds?

Employees must get approval from their direct supervisor. Applications are submitted to Employee Development to confirm funds are available and that the employee is eligible. Employee Development will also confirm funds are being spent on an eligible development opportunity.

How can I find out my Employee Development Funds balance?

Contact Employee Development at employeedevelopment@valenciacollege.edu.

What is the turnaround time for processing check requests?

Please allow at least two weeks for all check requests to be processed through Employee Development and Accounts Payable.

What happens if I drop a course or cancel a trip to attend a conference?

If you can get a refund, those funds will go back to your Employee Development Funds total for the year. Contact Employee Development to make the team aware of the refund so Employee Development can update your available balance. If you are not able to get a refund, those funds that were spent will count against your Employee Development Funds total for the year.

Where can I keep a record of my development experience?

If you would like to keep a record of your development opportunity, you may add it to your Valencia EDGE transcript. Log in to the EDGE and select the “My Learning” channel. Click on “Your Transcript.” Select the button with the ellipsis on the right-hand side and then “Add External training.” Complete the information about your development experience and click submit. Once your course or conference is over, you can return and click the “Mark Complete” button on your transcript.

Dependent Tuition

Can my dependent use my Employee Development Funds?

No. Dependents may not use the employee’s Employee Development Funds. Dependents have a separate form they fill out that can be used to cover the tuition of Valencia courses for up to six credits per term. Eligible employees pursuing dependent tuition should refer to the existing policy and complete the Request for Valencia College Course Tuition form.

What is the definition of dependent as it applies to this policy?

- **Dependent**
A non-Valencia College employee who is a spouse, domestic partner or child of a Valencia College employee.
- **Child**
A dependent who is a natural child, legally adopted child, stepchild or foster child of a Valencia College employee who has not attained age 24 prior by the beginning of the semester for which the funds are requested.

- **Spouse**

A dependent who is legally married to a Valencia College employee and resides in the same household.

- **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.

What if both spouses are Valencia College employees?

Dependents with two parents who are Valencia College employees are eligible for up to 12 credits per term. Spouses who are also full-time Valencia College employees are not eligible for Dependent Tuition benefits but instead may use their Employee Development Funds for professional development opportunities.

What is the process for my dependent to take Valencia classes?

The dependent student must follow the normal student registration procedures. The employee should complete the Request for Valencia College Course Tuition form and send the form to Employee Development at least five business days before the payment deadline.

Can my dependent take Continuing Education classes offered at Valencia College?

Yes. Employees must complete the Request for Valencia College Course Tuition form. Send this form to Employee Development at least two business days before the payment deadline. For Continuing Education classes that span multiple terms, one tuition form may be turned in each term.

Procurement Card (PCard) Purchases

Do I have to charge to my department's budget and then reclassify the expense to the Employee Development Funds budget?

No, if you are an eligible employee and have Employee Development Funds available and supervisor approval, you may charge directly to the EDF budget, index 121800, account 598030.

Do I need approval before spending Employee Development Funds? Is it ok if someone in my office purchases my registration and we send the paperwork afterward?

Please contact Employee Development to confirm your EDF balance before spending funds. Employees should receive approval from their direct supervisor before purchasing. Make sure to send all required forms to Employee Development.

Can PCard holders do a split transaction in PaymentNet to use the Employee Development Funds budget and my department budget to cover conference registration?

Yes, with supervisor/budget manager approval.

I used my PCard to purchase registration, but then I found out I didn't have any Employee Development Funds left. What should I do?

Email BudgetOffice@valenciacollege.edu and request a reclassification. Provide the index and account that will cover the purchase.

Conferences

My conference or class starts in one fiscal year but ends in the next. Which year will my Employee Development Funds be taken from?

As of July 1, 2017, Employee Development Funds are charged to the year in which the course or conference begins.

What documentation do I need to submit with an Employee Development Funds request for conference registration?

You will need the conference agenda or summary, a receipt or a printout showing the cost of the conference and an Employee Development Funds application. If your conference is off-campus, you will need to provide an Authorization for Travel form as well. You may send the original forms through interoffice mail to Employee Development or you may scan and email them to employeedevelopment@valenciacollege.edu. However, do not send a copy to Accounts Payable. After we have collected the needed required ODHR signatures, we will forward your paperwork to Accounts Payable. This will prevent duplicate copies and delayed processing time.

Should I send the original authorization for travel form to AP and send Employee Development a copy?

No. Send the original authorization for travel to Employee Development. Employee Development will forward it to AP. You may scan and email if you prefer, but do not also send a copy to AP. The AP team does not need multiple copies.

Do I need to send my per diem to Employee Development after my trip?

We only need your per diem if you are using Employee Development Funds to be reimbursed for your conference registration.

Can I use Employee Development Funds to pay conference registration for internal Valencia conferences such as the Conference on Legal Issues, Peace and Justice Institute Retreat or the Learning Assessment Conference?

Yes, however, you may not use a PCard to purchase. These purchases must be completed by journal entries. You should indicate "journal entry" as a method of payment on the Request for Employee Development Funds form. The conference organizers will complete the journal entries.

Should I send just my Employee Development Funds application if I do not yet have my authorization for travel completed?

No. Wait to send all supporting documents and your Employee Development Funds application together at once.

I want to attend a conference using my Employee Development Funds to pay for the registration. However, I will not have been here six months yet

once the conference begins. Can I pay out of pocket and then submit for reimbursement once I hit my six-month mark?

No. You must be eligible to use your Employee Development Funds at the time you attend the conference.

My conference starts after I hit my six months of full-time employment. Can I purchase my conference registration before I'm eligible to secure early bird pricing?

You do not have access to use your funds until you hit your six months of employment. You may inquire with your department to see if you can purchase your registration with department funds and then reclassify to the Employee Development Funds budget once you hit your six months. This would not be applicable for events that occurred before you were eligible.

Courses

Do I have to pay out of pocket for tuition before Employee Development Funds will reimburse me?

No, you may submit a check request with your institution as the payee. Allow sufficient time (at least two weeks) for the request to be processed to ensure you do not miss your payment deadlines.

What documentation do I need to submit an EDF request for tuition reimbursement?

You will need a class schedule, tuition invoice, check request form and an Employee Development Funds application. If you are seeking reimbursement, your tuition invoice must show your tuition has been paid. You cannot be reimbursed directly if you have not paid your tuition yet. If you are requesting the payment to be sent directly to your institution, you may show a balance is still owed.

I do not have a balance due on my tuition at another institution, as it's already been paid by another source, for example, a grant or scholarship. Can I submit for personal reimbursement?

No. You must have paid tuition out of pocket or through a loan to be reimbursed.

If I take Valencia classes, does that come out of my Employee Development Funds?

Yes.

What is the process at Valencia to take classes for academic credit using Employee Development Funds?

Follow the normal student registration procedures. In addition, complete the Request for Valencia College Course Tuition Form found in ATLAS. This form must be signed by your supervisor and then sent to Employee Development at least five business days before the payment deadline.

If I hit my six-month mark of full-time employment before Valencia classes

start, but after the payment deadline, can I still use the waiver to take classes?

Yes. Since you become eligible before the class starts, you may turn in the waiver and use it toward your classes.

What is the process to take Continuing Education classes using my Employee Development Funds?

Complete the Valencia College Course Tuition Form found in ATLAS, have it signed by your supervisor and then send it to Employee Development. Submission of this form to Employee Development will initiate your course enrollment process. You will be notified by Continuing Education once you are enrolled.

How do I check that my institution is regionally accredited?

Visit the Database of Accredited Postsecondary Institutions and Programs [website](#) to verify accreditation. Degree-seeking employees may only use Employee Development Funds at a regionally accredited institution.

Are prep courses eligible expenses for Employee Development Funds?

You may use Employee Development Funds to pay for tuition for prep courses. Please note that Employee Development Funds cannot be used to pay for your membership, certification or exam fees.

Supervisor Approval

As a supervisor signing an Employee Development Funds request, what does my signature indicate?

By signing off, you are approving the Employee Development Funds request for the stated development opportunity. You are indicating that the development opportunity is beneficial to your employee’s professional development.

Does my supervisor have to write approval comments on the Employee Development Funds application?

Yes, your supervisor must include comments as to why your Employee Development Funds development opportunity is approved and how it will help you in your current or planned role at Valencia. Applications with no comments from the supervisor will be returned.

Degree/Certificate-Seeking Courses at Valencia College

How many credits can I take each year toward my degree or certificate at Valencia College?

You may take up to 18 credits per fiscal year if you are a full-time employee at Valencia College.

Which certificate programs are eligible for the 18 credits per fiscal year?

Technical and advanced technical certificates are eligible for 18 credits per fiscal year. See this site for more information on certificate programs at Valencia College.

What if I want to take some degree- or certificate-seeking courses at Valencia College classes but also attend a workshop?

If you are using your Employee Development Funds for classes at Valencia College in addition to other workshops and development opportunities, you are limited to \$1,100 per fiscal year.

What if my degree-seeking status changes during the fiscal year?

If you go from being a degree-seeking student to a non-degree-seeking student, you will not be able to exceed \$1,100 for the remainder of the fiscal year.

How many credits can I take each term at Valencia College?

You may take up to 18 credits per fiscal year if you are degree- or certificate-seeking at Valencia College. If you are not seeking a degree or certificate, the total available funds will not exceed \$1,100 in one fiscal year.

Can I take up to 18 credits at another institution?

No. If you are seeking to take classes at another institution, you have \$1,100 per fiscal year.