

# Frequently Asked Questions

Employee, Dependent and Program Development Funds

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## **Eligibility Questions**

### **What are Employee Development Funds?**

Employee Development Funds (EDF) 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?**

Full time employees may use up to \$1,400 per fiscal year for non-degree/non-certificate courses at Valencia College or another accredited institution and for professional development, including conferences, professional memberships, and workshop registrations. Additionally, as of July 1, 2023, employees who are enrolled in degree-seeking or certificate-seeking courses at Valencia College are also eligible for up to 30 credits (or the monetary equivalent for Valencia College Continuing Education courses) per fiscal year. These funds and credits do not roll over from year to year.

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

Employees must have six months of continuous, full-time, non-temporary 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 non-temporary faculty positions.

### **What can Employee Development Funds be used for?**

Employee Development Funds can be used for conference registration, webinars, workshops, seminars, non-Valencia College tuition and fees reimbursement (accredited institutions only), and Valencia College tuition and fees, when not enrolled in a degree- or certificate-seeking program. EDF may also be used for professional membership fees, subscriptions to development publications, professional licenses and certifications, professional exam fees, and required materials associated with approved professional development program.

### **Can Employee Development Funds be used to purchase books, textbooks, CDs, DVDs?**

EDF does not cover the materials listed. Only materials that are included as part of a registration package for an approved professional development experience are eligible for EDF.

### **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 their 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 College to use at their discretion. These funds may be available but must be approved by supervisors on an eligible expense. Employee Development Funds are different in that they are available to each eligible employee.

## **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, that the employee is eligible, and confirm funds are being spent on an eligible development opportunity.

## **How can I find out my Employee Development Funds balance?**

You are encouraged to keep track of your annual spending of EDF. Additionally, you may contact Employee Development at [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu).

## **What is the turnaround time for processing check requests?**

Please allow at least 10 business days for all check requests to be reviewed by Employee Development and processed by 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 or eligible Valencia College credit hours will go back to your Employee Development Funds total for the year. Contact Employee Development to make the team aware of the refund so they 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 Valencia 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?**

Dependents have a separate allotment of credit hours that may be used for Valencia College courses, to cover the tuition and certain fees up to 30 credits per fiscal year, per dependent. Employees should complete a Request for Valencia College Course Tuition Form for each term their dependent is taking courses.

### **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 is 26 years of age or younger 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 is the process for my dependent to take Valencia College 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 10 business days prior to 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 10 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](mailto: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 scan and email these documents to [employeedevelopment@valenciacollege.edu](mailto: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.

**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 eligible EDF expenses.

**Can I use Employee Development Funds to pay for the conference registration for internal Valencia College conferences?**

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 all 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 at the time 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 Form with your institution as the payee. Allow sufficient time (at least 10 business days) 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 College classes, does that come out of my Employee Development Funds?**

As of July 1, 2023, Employee Development Funds are a separate benefit from Valencia College tuition, if the Valencia College classes are being taken as part of a degree- or certificate-program. All eligible employees will have access to both the \$1,400 for professional development (e.g., conferences, professional memberships, and non-Valencia College courses) and the 30 credit hours (or the monetary equivalent for Continuing Education courses) of Valencia College tuition.

### **What is the process at Valencia College 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 10 business days before the payment deadline.

### **If I hit my six-month mark of full-time employment before Valencia College 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, as of July 1, 2023, Employee Development Funds may also be used to pay for professional memberships, certifications, 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. Your approval indicates that the development opportunity supports the employee's development in current or future roles at Valencia College.

## **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 30 credits per fiscal year if you are a full-time employee at Valencia College.

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

The 30 credit hour benefit is for Valencia College courses that are taken as part of a degree or certificate/training program. As a non-degree seeking student, you may use up to the \$1,400 for professional development funds to be used towards courses at Valencia College.

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

You may take up to 30 credits per fiscal year if you are degree- or certificate-seeking at Valencia College. The 30 credits may be distributed over academic terms at the employee's discretion.

### **Can I take credits at another institution?**

If you are seeking to take classes at another institution, you will need to use the \$1,400 provided for your professional development as part of the Employee Development Funds. The 30 credit hour benefit is for Valencia College courses that are taken as part of a degree or certificate/training program.