



Reference: *Education Code Sections 87150 et seq.;*
Accreditation Standard III.A.14

The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement.

Every employee will receive opportunities and be strongly encouraged to participate in professional development activities and diversity, equity, inclusion, and access (DEIA) and sensitivity training.

Employee Scholars Program

After one complete year of service, full time employees of the West Hills Community College District, including faculty, classified, classified management, confidential and administrative employees, are eligible to be considered for the Employee Scholars Program.

The course of study must be directly related to the employee's present/future position, or a degree requirement for a position to which the employee may transfer or progress toward within the District. The course of study must also relate to advancing the District's vision of the relentless pursuit of student success. Greater consideration will be given to disciplines in high demand.

Coursework must be taken at an accredited college or university.

Application Process

Employees are responsible for completing and submitting their application for the Employee Scholars Program in accordance with this procedure utilizing the Employee Scholars Program Application Request, and are also responsible for obtaining all applicable approvals. All applications must be submitted and approved prior to the beginning of coursework. Incomplete applications will be returned to the employee.

Prior approval of the application for the Employee Scholars Program must be granted by the employee's immediate supervisor. For college level employees, approval must also be granted by the College President. For District level employees, approval must also be granted by the Associate Vice Chancellor of Education and Student Services, the Associate Vice Chancellor of Human Resources, the Associate Vice Chancellor of Information Technology, or the Vice Chancellor of Business and Fiscal Services, as appropriate depending on the applicant's department. All applications will require final approval by the Chancellor.

Supervisors are responsible for:

1. Reviewing/verifying employee information for accuracy;
2. Making recommendations as to applicability of the course to the employee's present/future position within the District; and
3. Forwarding the request to the next appropriate level.

Reimbursement Process

The following requirements must be met in order for the reimbursement request to be considered for approval:

- An approved application must be on file in the Chancellor's Office.
- All reimbursement requests are to be submitted using the Employee Scholars Program Reimbursement Request form.
- All course work to be reimbursed must be taken at the accredited university or college as indicated on the original application.
- The cost of a class may be reimbursed provided the class is completed with a grade of "C" or above or a "Pass" in the case of a "Pass" or "Fail" grade.
- Reimbursement may be made within the following limits for registration fees, tuition and/or books: 100% up to \$400 per unit up to a maximum of 10 units per year (each participant's year begins upon approval of the first reimbursement request).
- Reimbursement requests are to be submitted for reimbursement within sixty (60) days of completion of each class. Requests not submitted in a timely manner will be denied.
- The following documentation/information must be attached to each reimbursement request:
 - Grade report or transcript showing course completion and applicable grade
 - Detailed receipt(s) showing payment for registration fees, tuition, and/or books purchased
 - Class beginning and end dates
- All course work must be completed outside the employee's normal working hours.

Should the employee leave the employment of the District within 24 months after receiving reimbursement for any courses or classes taken, the employee shall reimburse the District a pro-rated amount of the reimbursement(s) received (i.e. If the District reimburses the employee \$2,000 for a class and the employee leaves after 12 months, the employee will owe the District \$1,000).

Date: 12/15/2020

Reviewed/Revised: 4/18/23