



ACCREDITATION EVIDENCE

Title: Board Policy 4520C: Paraprofessional Career Development

Evidence Type: Clear

Date: 17 January 2019

WAN: 22-0021

Classification: Policy

PII: No

Redacted: No



PARAPROFESSIONAL CAREER DEVELOPMENT

The College provides funds for career development opportunities for full-time and benefitted part-time paraprofessionals.

See following pages for procedure.

Adopted June 13, 1985
Reformatted October 7, 1986
Revised February 25, 1986
Reformatted April, 2012
Revised January 17, 2019

PARAPROFESSIONAL CAREER DEVELOPMENT

The College stimulates career development opportunities for full-time and benefitted part-time paraprofessionals through the Paraprofessional Career Development Committee. This committee can award career development funds to eligible paraprofessionals according to the criteria and procedure described below.

Career Development Funds

Each year \$200 is budgeted for each full-time and part-time benefitted paraprofessional employee for career development.

These career development funds may be used for position-related activities or items, subject to the approval of the appropriate supervisor and Vice President. Examples include: seminars, workshops and conferences, courses, books, magazines and periodicals, software, equipment and supplies that might be outside the scope of normal operations, dues and memberships. Tangible items must adhere to College procedures and must be approved by the appropriate Vice President.

Purpose of the Committee

The committee evaluates requests for career development funds according to established criteria. This committee can approve, conditionally approve, or disapprove requests for career development funds.

Committee Composition and Procedures

The committee members will be elected by the Paraprofessional Alliance to serve for two fiscal years. Whenever possible, two members will be elected from each Primary Occupational Activity, except that the area with the most employees will have one extra representative.

The committee will meet as needed and will consider funding requests via email.

To receive funding, two-thirds of the committee must vote for approval.

If the committee disapproves a funding request, it will send a written explanation to the applicant within ten (10) calendar days after the decision.

If a committee member applies for funding, then that member may not vote on their own funding request.

Criteria for Awarding Development Funds

Applicants must present career development goals that will clearly improve the applicant's ability to do their present job, prepare them for upgraded positions at the College or enable them in the pursuit of a college level certificate or degree. Applicants must first discuss the proposal with their supervisor and attempt to find other funds. Employees must complete the

Career Development Funding Request Form and gain approval from their supervisor before sending it to the Paraprofessional Career Development Committee for their consideration. The committee will give priority to worthwhile applications from employees who were not awarded funds previously.

Paraprofessional Career Development funds may not be used for locker fees, Wellness Center fees (outside of course fees for specific courses) or firearms courses.

Applicant Responsibilities

- Complete Career Development Funding Request Form
- Discuss goals with Supervisor
- Obtain Supervisor approval
- Submit funding request form to Committee
- Successfully complete course or program

Once the applicant has completed the program, the applicant must sign the original application form to indicate completion. If an applicant does not successfully complete the course or program, the applicant must reimburse the College for any funds disbursed within 30 calendar days following the date of withdrawal, or the date the semester ends. If the employee does not reimburse the costs within that time period, the amount will be deducted from their next payroll check.

Ownership of Tangible Items

Tangible items such as books, periodicals, or equipment are the property of the College because they are purchased with College funds. Permanent items are to be returned to the College upon the termination of the employee from College employment. No tangible item may be disposed of in any manner without approval from the supervising Vice President.

Source of Funds

Funds for these career development programs may come either from the budget line item, "Employee Development", or from donations given to the WWC Foundation for that purpose.

Disbursement of Funds

To actually encumber or spend these funds, the Vice President for Administrative Services must first sign the requisition or provide approval of direct bookstore charges via email. This approval must be in place before College monies will be disbursed, including interdepartmental charges.

Unallocated Funds

Paraprofessional Career Development funds not spent or encumbered by March 31 of each year will be pooled and left to the discretion of the Paraprofessional Career Development Committee.

Adopted June 13, 1985
Reformatted October 7, 1986
Revised February 25, 1993
Reformatted April, 2012
Revised January 17, 2019