PARAPROFESSIONAL CAREER DEVELOPMENT

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

See following pages for procedure.

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Western Wyoming Community College
PARAPROFESSIONAL CAREER DEVELOPMENT

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

Purpose of the Committee
The committee evaluates applications for 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 chosen by their peers each July to serve for one fiscal year. Two members will be elected from each Primary Occupational Activity, except that the area with the most employees will have one extra representative. The members will select a chairperson by July 15.

The committee will meet quarterly: the first Monday, in August, November, February and May. The chair can also call for special meetings.

At each meeting, the committee evaluates applications and votes on funding. To receive funding, two-thirds of the committee must vote for approval. The committee will try to avoid allocating all of the funds early in the fiscal year so that various plans can be funded throughout the year. To actually encumber or spend these funds, the Vice President for Administrative Services must first sign the requisition or voucher.

If the committee disapproves an application, 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.

The chairperson must forward a written report of the committee’s actions to the Vice President for Administrative Services after every meeting, so that these records can be kept.

Criteria for Awarding Development Funds
Applicants must present career development plans that will clearly improve the applicant’s ability to do their present job or that will prepare them for up-graded positions at WWCC.
Applicants must first discuss the proposal with their supervisor and attempt to find other funds. Secondly, the supervisor must approve the plan in writing before it is sent to the committee.

The written application must be submitted to the committee no later than ten (10) calendar days before a meeting.

The committee will give priority to worthwhile applications from employees who were not awarded funds previously.

Within two (2) weeks after completing the program, the employee must submit a written report. The report should include a description of the program and how the new skills or knowledge will be useful to the College. The employees should send copies of the report to the committee members (one for the committee files), the supervisor, and the Human Resource office.

Source of Funds

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

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