EvCC3200P: EXEMPT EMPLOYEE TRAINING REIMBURSEMENT PROCEDURE  
Original Date: October 1, 2011  
Revision Date: February 16, 2016  
Policy Contact: Vice President of Administrative Services

PURPOSE
The goals of the Exempt Employee Training program are to:
- Provide opportunities for professional growth and development
- Provide opportunities for improving staff performance and morale
- Promote job satisfaction
- Increase staff awareness of training opportunities
- Encourage participation by all employees

PROCEDURE

Training Procedures

Exempt employees who wish to take advantage of training opportunities during regular working hours will follow this procedure:
1. Seek approval from your supervisor to support this training, based on the work schedule and requests of other employees in the same area.
2. If financial support is requested, the exempt employee completes a request for exempt employee training funds form and returns it to the HR office with the required documentation attached. Note – submission of signed receipts will be required before funds will be reimbursed.
3. The exempt employee training committee approves or denies the requests, based on the established training priorities and available funding.
4. If a request for financial support, release time, and/or an alternate work schedule is denied by the committee, the employee may resubmit the request at a later time.
5. If funding is for travel, the exempt employee must include an approved Travel Authorization form with the application.
6. Funding and event must both occur in the same fiscal year.

Eligibility

1. All exempt employees at Everett Community College may, after supervisor’s approval for release time, request financial support up to a maximum of $500 per person per fiscal year until funds have been exhausted for the year.
2. Reimbursement may be requested for tuition, fees, books, conference registration, professional organization membership fees, and for travel costs related to approved training.

Training Committee

The Committee will select new members from those indicating an interest and will reflect a cross-section of the exempt employees. The Committee will consist of up to five voting members.
The HR liaison will coordinate the monthly meetings so that applications will be received and reviewed in a timely manner. The HR liaison will not be a voting member.
An exempt union employee will hold a position on the exempt employee training committee if an exempt union employee member is willing to hold such position. When a position becomes available on the exempt employee training committee, an announcement will be made to all exempt union employees, including a response due date. If a union member is not currently on the committee, the union may recruit nominees for the position. If nominees are available, the union may submit those names to the HR liaison by the response due date. The exempt employee training committee members then select the new member for their committee.
Members will serve two-year terms beginning July 1. Annually, one member will be selected to act as chair and one member will be selected to act as secretary.

**Approval Procedures**

Training Committee members will consider the following criteria in awarding training funds.

1. Does the training align with the job description of the exempt employee?
2. Does the training support the objectives of the EvCC strategic plan?
3. Does the training promote the employee’s professional goals as described in the exempt employee’s evaluation?
4. Is the training the most cost-effective way for the exempt employee to receive this professional development?

**REVISION HISTORY**

Original Date: October 1, 2011  
Revision Date: September 25, 2012  
Revision Date: July 1, 2013  
Revision Date: February 16, 2016

**APPROVED BY**

President’s Staff