

Exempt Staff Training and Development Request

Instructions

Deadlines for exempt staff training and development requests are as follows: ⇨

- Summer: July 1
- Fall: October 1
- Winter: January 1
- Spring: April 1

Applicants can expect to receive a notice regarding their request approximately 2 weeks after each deadline.

Eligibility Requirements

You must be an exempt staff member and employed at Green River College for at least 6 months to be eligible for funding.

What Kinds of Professional Development Opportunities are Funded?

Exempt professional development funds may be used to support any professional and/or personal enrichment training that you believe you would benefit from, AND which you would be paying for out of pocket.

Reimbursements will ONLY be made to INDIVIDUALS for out of pocket expenses (i.e., expenses that you have paid for yourself). Reimbursements will NOT be made to any departments or department p-cards.

Please note that funds are NOT provided for professional development courses, workshops, conferences and/or training that your department is recommending or encouraging you to go to, or if they are for skills that are essential to your job – **any training of this nature should be paid for, in full, by your department.**

If you are planning to attend a job-related conference, please check with your department for FULL funding first, before applying for exempt professional development funds. The Exempt Staff Training and Development Sub-Committee members have reached a consensus that the majority of these conferences should be fully funded by the department - this is particularly true of conferences that are recurring, annual or otherwise). **If approved for a conference, exempt funds can ONLY be applied to conference registration fees.** All other costs are the responsibility of the employee (i.e. travel, lodging, food, application fees, parking, etc.). Annual/recurring conference registration fees are eligible to be funded every 3 years. For example, if you are funded for a conference registration fee in Spring 2024, you would be eligible to apply again in Spring 2027 if it's for the same conference.

It is the goal of the committee to fund as many applications as possible for those who meet eligibility requirements. However, due to limited funds, not all applications may be funded. Please be aware of this as you pay for your classes, books, conferences and workshops. The committee meets within 2 weeks of each deadline, so that is when you will be given notification on whether your application was chosen to be funded.

To Apply:

1. Fill out the form below completely.
2. When you click the submit button, the form is automatically sent to the Exempt Staff Training and Development Sub-Committee (ESTDSC) members. After the ESTDSC reviews your request, you will be notified whether your request has been funded.

GRC Credit Classes

1. Submit the request form.
2. If your request is approved, you will receive an email stating the ESTDSC's approval. Then follow these steps (if you are planning on using tuition exemption):
 - a. Attend the first day of class. Talk with the instructor and tell them that you are a GRC employee and you are interested in taking the class, but you are unable to register until the fourth day. Make sure you receive the instructor's signature on the appropriate registration form BEFORE you register.
 - b. On the fourth day, take the appropriate registration forms to the Office of the Registrar (this would include the [Employee Tuition Exemption Request](#) form)
 - c. At end of course, you will submit an expense report in ctLink for reimbursement.

GRC Non-credit classes (Continuing Education)

1. Submit a request form
2. If your request is approved, you will receive an email stating the ESTDSC's approval.
3. Visit Continuing Education in person, or call ext. 2535, to register.
4. At the end of course, you will submit an expense report in ctcLink for reimbursement.

For Other Classes, Workshops and Conferences

1. Submit a request form to the ESTDSC.
2. Register for the class, workshop or conference. You must pay the tuition or registration fee upfront. Only tuition and registration fees that are paid by the individual are eligible for reimbursement from exempt professional development funds (any amounts that have been billed to a department, dean, or other Green River funding source, including p-card charges, are not eligible for reimbursement)
3. If your request is approved, you will be reimbursed by ESTDSC AFTER the class has been completed.
4. After you have finished the class, workshop or conference, you will submit an expense report in ctcLink for reimbursement.

Please Note:

- You are eligible to receive up to \$500 per fiscal year.
- The committee reserves the right to exceed the \$500 retroactively, based on remaining funds after Spring applications have been approved.
- The committee reserves the right to retroactively approve unfunded requests based on remaining funds after Spring applications have been approved.
- All reimbursement documentation needs to be submitted prior to June 15 of the current fiscal year.

Exempt Staff Training and Development Request Form

