

Educational Incentive Program

Purpose

To academically support members of the classified staff by encouraging preparation for upward mobility through education.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District.

Criteria

- Classified employees of the Contra Costa Community College District PEU Local 1 bargaining unit including Contra Costa College, Diablo Valley College, Los Medanos College, District Office, San Ramon Valley Center and Brentwood Center.
- Award may be applied to community college, vocational/technical, private certificate programs, four year college, university, or graduate tuition.

Exclusions

- Coursework related to current position is not covered by this program.
- Costs for books, supplies or miscellaneous items will not be eligible for reimbursement.

Selection Process

- Candidates must complete a Staff Development Educational Reimbursement Program application form. Applications can be obtained from any committee member.
- Attach receipts for cost of tuition only.
- Attach copy of Verification of Enrollment
- Return completed application packet to your site representative or directly to Local 1.

Application Process

- All applicants will be considered. However, those who have not utilized this program previously will be given preference.
- Denials are based on either a lack of funds or the candidate does not meet the criteria.
- The Educational Incentive Committee will select recipients.
- There will be no appeal of the Educational Incentive Committee's decisions.
- The Educational Incentive Committee will send written notification of decision to the candidate.

Disbursement Procedures

- Awards up to \$300.00 per applicant per fiscal year.
- Committee authorizes payment to recipient or Institution as designated by applicant.
- Check will be disbursed through District Office Human Resources Staff Development Department. Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt date of approved application packet.
- Applications will be coordinated with Staff Development and CEEP Committees.

Release Time/Overtime: See note below

****Release Time/Over Time**

Any release time necessary to take any classes during work time must require the approval of the immediate supervisor. The employee must make up any release time. These activities are not eligible for overtime.

Prior Issue Date: 2/5/03

Issue Date: 3/17/06



Contra Costa Community College District

Educational Incentive Programs for Local 1 Classified Employees



Contra Costa
College



Diablo Valley
College



Los Medanos
College

Brentwood Center
San Ramon Valley Center
District Office

Note

This pamphlet only contains a general overview of the different Educational Incentive Programs in the Contra Costa Community College District. For rules and guidelines in each program, please refer to the application packet. To obtain information a copy of this brochure and obtain more information regarding the various Educational Incentive Programs go to the CCCC District Intranet site at: http://gryphon.4cd.net/human_resources/staff_development/Classified/Forms/AllItems.aspx

Important Notice

Employees who participate in any of the education incentive programs offered by the Contra Costa Community College District (not limited to those included in this brochure) may apply for a tuition payment or reimbursement from a single or multiple sources, provided the total amount of payment or reimbursement does not exceed the maximum disbursement amount of the appropriate program.

Tuition Reimbursement For Classes Taken Within Contra Costa Community College District

Purpose

District's commitment to enhance the knowledge, skills, abilities and promotability of classified employees.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District.

Criteria:

- Reimbursement only for tuition paid for any credit or non-credit classes offered by the District.
- Must complete the course with a grade of at least "C" (or pass if a pass/fail course)

Exclusions

- Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.
- Costs for books, supplies or miscellaneous items related to a CCCCDC or non-CCCCDC class will likewise not be eligible for reimbursement.

Reimbursement Process

- Upon successful completion of CCCCDC class(es), a Staff Development Educational Reimbursement Program application and an Expense Claim form (which can be obtained through the location Business Office) to:
Contra Costa Community College District Office
Human Resources Organizational Development Department
500 Court Street, 4th Floor
Martinez, CA 94553
Attn: Staff Development Representative
- District HR Staff Development Department Representative will review submitted application and expense reports for program eligibility and completeness. If employee is not eligible for reimbursement based on program guidelines, then he/she will be contacted by a District Office Human Resources Staff Development Representative explaining reason for non-reimbursement.
- Reimbursement payments will be processed and checks issued to employees within 30 days upon receipt of official transcript and completed expense report.

Disbursement Limits

No disbursement limits are identified in this program.

Please refer to Article 11 of the 2001-2004 Local 1 Collective Bargaining Agreement for further details regarding this program.

Release Time/Overtime

**See note on the last page of this booklet.

Classified Employee Enhancement Program (CEEP)

Purpose

A program that provides funding for course work, conferences and other appropriate learning and educational activities.

Who is eligible?

Monthly Classified employees (members of Local 1) who have successfully achieved permanency in the Contra Costa Community College District.

Criteria

Activities must meet any of the following criteria:

- Teaches organizational skills
- Improves job performance
- Reduces accidents and improves safety practices
- Prepares an employee for new or improved technologies (not currently used in the employee's position)
- Expands knowledge, skills or abilities needed for promotion
- Enhances human relations skills (team building, problem solving, etc.)
- Provides general skills training
- Provides personal growth/enrichment
- Fosters good health

Exclusions

The following are not covered by the CEEP program:

- Orientation or initial training of new employees and in-service training required by management as a result of new technology or organizational change in the employee's current position
- Recreational activities (i.e. scuba diving, skiing, mountain climbing, fishing, sailing, dancing, gyms, health/fitness clubs/centers, weight loss programs, etc.)

Application Process

Applications may be obtained from any site CEEP committee member. To attend a program offering, completed applications must be submitted to your local CEEP committee at least four (4) weeks in advance for fee-payment purposes. At least two (2) weeks is required for reimbursement purposes. If you are unsure of who your site CEEP committee member is, please contact Human Resources at extension 1550.

Selection Process

- Each location's CEEP Committee reviews submitted application packets for consideration.
- Employees are notified in writing on behalf of local CEEP Committee regarding awarding decision.

Disbursement Limits

Each location CEEP Committee determines the disbursement limit per employee based on funding amount. All inquiries regarding disbursement limits should be directed to the location CEEP Committee.

Please refer to Article 24 of the 2001-2004 Local 1 Collective Bargaining Agreement for further details regarding this program.

Release Time/Overtime

**See note on the last page of this booklet.