



REQUEST FOR CLASSIFIED IN-SERVICE FUNDS

Name	Total Funds Requested		
Employee Status:	Full-Time	Permanent Part-Time	If PPT, % FTE
Type of Activity:	Class	Conference	Workshop/Professional Meeting

INSTRUCTIONS:

1. Read **Guidelines and Procedures** for Classified In-Service Funds (Page 3)
 2. Items, 1, 2, and 3 to be completed by applicant
 3. Item 4 to be completed by applicant's supervisor
 4. Submit 3 copies (including original) of request and of supporting documentation (description, dates, place fees, etc.) to Classified In-Service Committee Chair
 5. Applicant will be notified in writing of Committee action
 6. Submit Activity Report upon completion of, or return from, activity
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1. Provide a brief, but specific statement of the proposed activity
Attach 2 copies of course description/outline/workshop or conference brochure; include date(s), costs

2. Write an abstract of the proposed activity describing how the activity will upgrade, enhance, or improve your job assignment (use additional paper if necessary).

3. Itemize the total cost of the proposed activity (travel, enrollment costs, registration, books, room, meals, etc.) Attach original receipts for any prepaid fees. Generate appropriate District forms for travel, reimbursement and advance forms.

Registration	Lodging
Meals	Transportation
Materials/Books	Other

SUBTOTAL	Less other Budget Resources	= TOTAL
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4. This section must be completed by Supervisor. Address the issue of the requested time for the activity, whether you feel the activity will upgrade, enhance, or improve the employee's job assignment.

I will authorize/approve release time for this activity: Yes No
 Note: Release time will not be granted to permanent part-time employees

SUPERVISOR'S SIGNATURE _____ DATE

APPLICANT'S SIGNATURE _____ DATE

SUBMIT APPLICATION FORM TO THE CLASSIFIED IN-SERVICE COMMITTEE CHAIR



**CLASSIFIED IN-SERVICE
ACTIVITY REPORT**

Submit this form upon completion of, or return from, activity funded totally or in part by Classified In-Service.

NAME (please print)

ACTIVITY Class/Course Workshop/Professional Meeting Conference

NAME OF ACTIVITY

DATE(S) OF ACTIVITY LOCATION

1. How did this activity benefit you in your job assignment?

2. Of what value do you see this activity for others in your department or division, or for others in the District?

Include a grade report to show successful completion of a class (grade of "C" or better). If fees were advanced prior to class completion, and you did not complete, or received a grade lower than "C", you will be responsible for reimbursing the District for those fees.

SIGNATURE _____ DATE

Failure to submit this form may be cause for denial of future In-Service funds



Yuba Community College District Classified In-Service Funds GUIDELINES AND PROCEDURES

Use of Classified In-Service Funds is for Professional growth and development of the employee. The committee requests that District-Initiated training be funded by the District. **Please check first with your division or department for availability of funds to support your proposal.**

1. Consideration will be given to workshops, professional meetings, and conferences which fulfill one of the following:
 - Maintenance and upgrading of current job-related technical knowledge and skills
 - In-Service training for vocational/technical education and employment preparation programs
 - Employee development as it relates to District and/or College goals.
2. No other professional development or scholarship funds (District, Categorical or Classified Staff) may be used to cover the same allocation.
3. Each person must submit a separate In-Service application; two or more attending the same function must each complete his/her own request.
4. Each request must include original, plus one copy, of supporting documentation which includes:
 - Workshop/Conference or Weekend Classes, outlines or descriptions
 - Registration Fees
 - Hotel/Airfare/Food allowance
5. Allow up two weeks to receive a response from the committee.
6. Employee generates necessary YCCD Travel Advance/Reimbursement Forms or Purchase Requisitions.
7. Original receipts for any prepaid fees/costs or unused travel advance must be submitted.
8. Submit the follow-up **Activity Report describing the activity**, including its overall value to the employee and/or to future attendees, especially the impact the event may have on overall job performance. Future requests may be denied for failure to submit this report. Form will be attached to request approval.
9. Release time may be granted with permission of the supervisor, and according to the Classified Release Time Policy as defined in the Classified Policies and Procedures Handbook (adopted 1/27/93). No release time may be granted to permanent part-time employees.
10. Effective with the fiscal year beginning **July 1, 2006, requests are funded in three basic categories. Full-Time Permanent employees are eligible for a maximum In-Service contribution of \$500, within any two year period. Permanent Part-Time employees for example (.50 FTE employee = \$250)**
 - **If more than one employee is attending the same Conference, Workshop or event the total amount funded is not to exceed \$1000.**
 - A. Workshop/Professional Meetings: usually one day long, possibly overnight
 - B. Conferences: 2-3 days in length; travel expenses; 2-3 nights lodging.
 - C. College Course (Weekend Class)

(Revised 9/15/06)