



Exempt Employee Long-Term Professional Development Proposal - PART 1

NAME (Last, First, Middle Initial)	COCC ID #	DATE PREPARED
TITLE	DEPARTMENT	

The purpose of a Long-Term Professional Development Leave for an exempt employee is for the employee to participate in opportunities to grow and learn in a professional capacity. **Part I** – Approval must be submitted according to section 8 of the Administrative Handbook and at least 30 days prior to initiating professional development or may be required six months prior for long-term absences or work reassignment. **You will need to submit a request annually for review if anticipated continuing education extends beyond one year. Prior year summaries or progress reports must be included in any additional requests.**

PERIOD OF LEAVE	BEGIN DATE	END DATE	YEARS OF CONTINUOUS SERVICE

PART I: APPROVAL

1. Professional Development Outcomes: (must meet both of the following: 1) contribute to the professional expertise of the administrator for professional growth and/or goals for completion identified in the employee's Annual Evaluation; and 2) support COCC's Strategic Plan Themes and Objectives)

2. Please give a brief Professional Development Abstract including completion goals:

3. Proposed plan of activities (note how activities are linked to outcomes noted above):

4. Timeline (include number of terms requested and projected completion date):

5. Identify work schedule modifications and plans for addressing these modifications:

6. Recompensable Items (travel, lodging, books, materials, meals, and tuition) up to \$1200 for 1.0 FTE, prorated for less than 1.0 FTE but more than .5 FTE (please attach original receipts) If you need more room, attach page to back of Approval.:

Item	Cost	Approved

Attach to your proposal:

1. Letter of Support from the your immediate supervisor
2. Letter of Support from appropriate Executive Level member identifying budget requests to support the Professional Development, including any work-related changes impacting the department.

In accepting Long-Term Professional Development, I agree to furnish a debrief (see PART 2) summarizing accomplishments and to adhere to all terms and conditions set forth in Section 8 of the Exempt and Confidential Supervisory Handbook, including repayment. **Upon approval, employee must complete the Exempt Employee Professional Development Memorandum of Agreement (MOA).**

EMPLOYEE SIGNATURE

DATE

DEPARTMENTAL AND BUDGET REVIEW

Supervisor Signature

DATE

Budget Review

Personnel Cost \$

Professional development funding will support exempt employees working .5 FTE or more with at least five (5) consecutive years of service at COCC on and exempt-type contract in one or more exempt positions.

Human Resources Review

Approved

Not Approved

Signature of Director of Human Resources or Designee

Date

Copy to:

- Supervisor
- Employee
- Employee File