

Napa Valley College Confidential Employee Staff Development Request

Board Policy H2421 addresses staff development opportunities for confidential employees. Options include: (A) three hours per week of paid release time for enrollment in a class for personal/professional growth, participation in cross-training opportunities at the college, or participation in an individual fitness program on campus or other verifiable programs; and (B) enrollment in a course to upgrade skills as a result of a change in job requirements. These options are only available to regular confidential employees who have successfully completed their probationary periods. Less-than-full-time, regular employees are eligible for staff development release time on a pro-rated basis.

For activities identified in Option A, employees who cannot schedule an activity during regular work hours may schedule their activity outside their regular work hours and receive compensatory time off.

Scheduling of staff development activities under Option A requires prior approval from the supervisor. Course enrollment pursuant to Option B requires prior approval of the supervisor, dean (when applicable), and the respective assistant superintendent/vice president.

For activities related to Option A, employees may appeal a denial of the activity to the supervisor's supervisor, whose decision is final. For course enrollment under Option B, the assistant superintendent/vice president's decision is final and not subject to appeal.

The form must be completed each semester and summer session, even if the activity is a continuation of the previous semester's activity, and forwarded to the Office of Human Resources.

INSTRUCTIONS FOR COMPLETING STAFF DEVELOPMENT REQUEST FORM:

1. Prior to beginning the activity or registering for a class, the employee completes the form and submits it to his/her direct supervisor.
2. Once the supervisor approves the activity or course enrollment, the form is sent to the appropriate dean (when applicable) and the respective assistant superintendent/vice president for approval.
3. Once the activity is approved, the form is forwarded to the Office of Human Resources who will send a copy of the completed form to the employee and supervisor.
4. When approval is received, the employee may start the activity or enroll in the class.
5. If a course is required to upgrade skills, employee turns in original receipts for class fees and book(s) to the Office of Human Resources for reimbursement.
6. Request approval to attend a course or activity, using the following guidelines:
 - ◆ Choose **A. Paid Release Time**, to use supervisor-approved staff development hours (maximum of 3). Employees must attach a copy of their schedule indicating which hours they will be gone from their work station and the class/activity in which they will be involved. If participating in a health club gym or an individual fitness activity, proof of membership or verification of activity must be provided. If the course or activity includes comp time off, employee should indicate so on the work schedule attached to the request form.
 - ◆ Choose **B. Course Enrollment to Upgrade Skills**, if the employee's supervisor has determined that changes in the job requirements warrant the course enrollment. Indicate on the form which changes have occurred.
7. For cross-training requests in a classified position, attach an explanation.
8. For cross-training requests in a faculty position, the following process must be followed:
 - a. Complete Confidential Employee Staff Development Request form.
 - b. Complete NVC Academic Application and attach resume and college transcripts and submit to the Office of Academic Affairs.

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- c. Meet with appropriate staff in Office of Academic Affairs to verify that minimum qualifications for the discipline are met, pursuant to applicable regulations.
- d. Attach documentation that minimum qualifications have been met to the staff development request form.
- e. Meet with the faculty member who will serve as a mentor; this faculty member indicates acceptance by signing on the "supervisor" line of the form. The faculty member must also provide a list of actual activities to be performed, which may include shadowing, preparation of lesson plans, and presentation of lessons.
- f. The dean or division chair of the area must also approve the request, as well as the Assistant Superintendent/Vice President of Academic Affairs.
- g. Since this activity occurs during release time, the employee is compensated at his/her regular salary and does not receive compensation at the faculty level.
- h. In order to cross-train in this capacity, the employee may only be in the classroom when the supervising faculty member is present.
- i. This type of cross-training activity is limited to no more than two (2) semesters.
- j. Participation in such cross-training does not constitute an academic assignment and in no way guarantees the classified employee future employment as a faculty member.
- k. As with any staff development activity, the District reserves the right to suspend the activity.

**NAPA VALLEY COLLEGE
CONFIDENTIAL EMPLOYEE STAFF DEVELOPMENT REQUEST**

Employee Name: _____

Job Title: _____ Department: _____

I. Course Enrollment

Per Board Policy H2421, I am requesting approval to attend a course or activity under the following area(s):

- A. Paid release time for course enrollment or fitness activity (*attach schedule*)
(Note: only need signature of direct supervisor)
- B. Release time for required course to upgrade skills (Give justification below*.)

Please complete the following:

Course: _____ Dates of Semester: _____

Course Days/Times: _____

*If the course is for "B" above, explain which job requirements or technological changes have occurred in your position that require you to take this course to successfully perform the job functions:

I understand that I should not register for the course or start the activity until a copy of this form showing approval is received.

II. Cross-Training

Per Board Policy H2421, I am requesting approval to cross-train in another department area or unit.

- A. Cross-Training in a classified position (attach explanation).
- B. Cross-Training in a faculty position (follow written instructions).

Applicant Signature: _____ Date: _____

<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied:	_____	_____
	Supervisor	Date
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied:	_____	_____
	Dean (when applicable)	Date
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied:	_____	_____
	Assistant Superintendent/Vice President or Designee	Date

Reason,
If Denied: _____

SUBMIT THIS FORM TO THE OFFICE OF HUMAN RESOURCES

DISTRIBUTION: Applicant
Supervisor