

# **GUAM COMMUNITY COLLEGE STAFF/ADMINISTRATOR DEVELOPMENT PROGRAM PROCEDURES**

## **OBJECTIVE**

To retain a competent work force by encouraging and facilitating the training and education of employees with Guam Community College.

To allow full-time staff and administrator personnel the opportunity to pursue their studies at Guam Community College, the University of Guam or other approved educational and/or training programs. The goal is to provide financial support to eligible employees who desire to pursue training or academic opportunities in areas related to their job occupation or as determined beneficial to the College in order to maximize their potential and prepare them for career advancement (upward mobility) consistent with their skills, abilities, and the needs of the College.

## **STAFF/ADMINISTRATOR DEVELOPMENT COMMITTEE**

The purpose of the Staff/Administrator Development Committee is to review and recommend staff and administrator requests for staff/administrator development activities funded by NAF Staff/Administrator Development funds.

1. This Committee shall consist of seven (7) members:
  - Three (3) members representing management, selected by the President.
  - Three (3) members representing bargaining unit, selected by the GCC/GFT Support Staff Chairperson.
  - A Human Resources Office (HRO) representative, selected by the Administrator of Human Resources. The representative will serve as the non-voting convener of the committee and will be responsible for the record keeping of all application and tracking the pay back services and rates. He/She will also screen all applications to ensure that employees are fulfilling all requirements before any applications are accepted for consideration.
2. Members of the Staff/Administrator Development Committee shall be appointed for a period of two (2) fiscal years, commencing on October 1 of each year.
3. The Staff/Administrator Development Committee members shall elect officers and shall consist of the following:
  - a. A Chairperson who shall preside at committee meetings;
  - b. A Vice Chairperson who will assist the Chairperson, and who shall request for a budget report from the Business and Finance Division to be presented to the committee during their meetings, and to convene meetings in the absence of the Chairperson; and

- c. A Recorder/Secretary who will record minutes of said meetings and prepares reports. He/she will work with the Human Resources representative to prepare reports, prepare notices, follow-up on applications, follow-up on completion reports, etc.
4. The Staff/Administrator Development Committee shall meet regularly to review and make recommendation of staff and administrator requests.
5. A quorum of four members must be present to conduct a meeting.

### **ELIGIBILITY**

All GCC permanent and unclassified full-time staff and administrators are eligible.

### **GENERAL PROVISIONS**

1. Employees must submit the Staff/Administrator Development Request form to their Supervisor for approval or disapproval. The Supervisor should render a decision to the employee within five (5) duty days after submission. In the event that the supervisor does not render a decision within the stipulated time frame, the employee may proceed to the next step.
2. Employees must submit the Staff/Administrator Development Request form to their Division Head for approval or disapproval. The Division Head should render a decision to the employee within five (5) duty days after submission.
3. The Staff/Administrator Development Committee shall review, recommend applications and obtain certification of funds and then forward to the President for approval or disapproval.
4. Applicants will be notified upon of approval or disapproval from the President.
5. No training shall commence prior to approval and/or proper execution of documents by the College and the employee. An employee's application for Staff/Administrator Development shall not be unreasonably denied; if so denied, denial shall be put in writing.
6. Applications submitted after the regularly scheduled meeting will be considered at the next regularly scheduled meeting.
7. The Staff/Administrator Development Program will provide funds for the following purposes in the following order of priority:
  - a. Tuition Assistance for Guam Community College (GCC) and University of Guam (UOG) courses.
  - b. Tuition Assistance for another accredited institution. The Staff/Administrator Development Committee will approve the fee up to the tuition rate of UOG. The requestor will be obligated to pay the difference.

- c. Other development activities including Conferences, Workshops, Department of Administration (DOA) Training & Development Program, Off-island Speakers/Consultants, and Continuing Education Instructors.
8. Priority will be given to employees who have not obtained a degree; exceptional cases are employees with degrees and where a job-related course is necessary. NO MORE THAN two (2) Associate Degrees, one (1) Bachelors Degree, or one (1) Master's Degree will be funded by Staff/Administrator Development Funds.
9. Financial assistance to eligible employees will be provided for training and educational costs such as registration, tuition, textbooks, air fare, per diem and other required fees. Limitations: 1) Tuition assistance will be limited to three (3) courses per semester; 2) Employee will be limited to one approved request per year for any off-island staff/administrator development activity.
10. No financial assistance will be provided for a course taken more than once if the course was paid through staff/administrator development funds.
11. Employee's efforts to secure training funds from other sources (ie. Incentive funds, Federal funds, etc.) is required. Employee's evidence of his/her efforts to secure other funds for off-island activities shall be attached to the Staff/Administrator Development form.

**For the duration of Classes and/or Training:**

1. Employee shall continue to work full-time while taking a course(s) after working hours. If a course is conducted only during the employee's work hours, attendance may be approved by the Supervisor if it will not impede with the operations of the College. Employees are required to make up their work hours.
2. Employees authorized under this program to attend a training activity or course (that is directly related or required for their job) during their duty hours may be granted administrative leave. Administrative leave may also be granted for scheduled advisement, registration, orientation, examinations, required academic conferences, and travel time to and from the approved destination. No administrative leave will be granted for study time or for research. Administrative leave must be approved by the President prior to the event.
3. Courses taken during the employee's lunch hour will be considered the employee's own time; therefore, additional time off for lunch will not be granted.
4. No overtime pay or compensatory time off shall be given for time spent by the employee in class or for academic activities.
5. Employee must maintain a grade point average (GPA) of 2.5 or better.
6. Employee must maintain at least an overall satisfactory rating in his/her performance evaluation. Employee who receives an overall unsatisfactory performance rating may be terminated from the program.

7. Employee shall adhere to the Travel Policy for any off-island training. Employee is required to complete the Travel Authorization (TA) form in addition to the Staff/Administrator Development form.

**After Classes and/or Training:**

**For Courses and/or Training not requiring off-island travel:**

Employee must submit a Close Out Report, grades and/or Certificate of Completion (if applicable) to the Human Resources Office via his/her Supervisor and Division Head within ten (10) days after completing courses or training. This report along with other pertinent information shall be made available for review by the President.

***\*\* Failure to submit a Close Out Report shall make the employee ineligible for further financial assistance from the Staff/Administrator Development Program and shall be required to reimburse the College Staff/Administrator Development Program for all training expenses incurred.***

**For Training requiring off-island travel:**

Employees must submit a copy of their Trip Report to the Human Resources Office via his/her supervisor and division head within ten (10) days after completing travel. This report along with other pertinent information shall be made available for review by the President.

**PAYBACK PROVISION**

1. A government employee service obligation of 30 days for every ten (10) hours or 120 days for each Semester Course (45 to 60 contact hours) of training shall be accrued by the employee for all courses taken.
2. An employee who resigns from the College prior to completing services obligation shall reimburse the College for training expenses incurred for the un-served portion of the obligation on a pro-rated basis using the following formula:

Total cost for staff/administrator development/service owed (days) = daily rate  
Daily rate x service owed (days) = pro-rate

- Service obligation days (120 per course) – Service days rendered = Un-served service days
  - (i.e. Employee takes two courses (120X2=240) 240 obligation days – 98 days rendered = 142 un-served days)
- Total cost for staff development ÷ service obligation days = daily rate
  - (i.e. Total cost of courses is \$814 ÷ 240 obligation days = \$3.39 daily rate)
- Daily rate X un-served service days = Prorated amount to be paid back by employee.
  - (i.e. Daily rate is \$3.39 X Employee had 142 un-served days = \$481.38  
Total prorated Payback amount to be collected from employee before departure.)

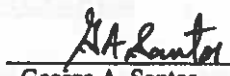
3. For training that requires travel, the applicant must adhere to the Administrative Directive on PAYBACK PROVISIONS.

### **BREACH OF CONTRACT**

1. If the employee withdraws from the course or training for reasons other than prolonged illness or death in the immediate family, the employee shall be obligated to reimburse the College for all training expenses incurred, such as registration, tuition, textbooks, airfare, per diem, and other required fees.
2. Withdrawal from the course/training due to medical reasons must be substantiated by a licensed physician's statement of the employee's inability to complete course, plus an official withdrawal authorization from the institution conducting the training. Withdrawal from the course/training due to death in the immediate family shall require an official withdrawal authorization from the institution conducting the training. The above documents, when obtained, shall be submitted to the Staff/Administrator Development Committee then forwarded to the Human Resources Office for documentation into the employee's personnel file by the end of each semester. Failure to comply with the above shall obligate the employee to reimburse the College for expenses incurred.
3. An employee who receives an Incomplete grade "I", for reasons other than for prolonged illness, medical reasons or death in the immediate family, shall be placed on probation from the program (Employee will be ineligible for further financial assistance from the Staff/Administrator Development Program). Probation shall be lifted after successful completion of the course.
4. An employee who is dismissed for cause (adverse action), or resigns from the College, while on or during training shall reimburse the College for all training expenses incurred as indicated in Item No. 1 above.
5. Costs for any course for which an employee receives a "D" or "F" or from which the employee withdraws from beyond the authorized withdrawal period during the semester must be reimbursed to the College within thirty (30) days. An employee shall not be allowed to apply for financial assistance for the same course for which a grade of a "D" or "F" was received.
6. An employee shall not be allowed to apply for financial assistance for the same course for which a grade of a "Z" was received.
- 7) In case of legal suit or collection efforts resulting from Items 1, 2, 3, 4, and 5 to collect any part of the expenses due from the employee by reason of his/her breach of contract, employee shall pay such additional sum as the court shall adjudge reasonable as attorney's fee and court cost in such suit.


CONCURRED:

  
Elizabeth J. Duenas  
Chairperson, Staff Development  
1-9-09  
Date

  
George A. Santos  
Vice Chairperson, Staff Development  
1-21-09  
Date

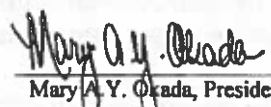
  
John C. Camacho  
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APPROVED:

  
Mary A. Y. Okada, President  
1/21/09  
Date