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**Human Resources**

**AP 7160 PROFESSIONAL DEVELOPMENT**

**References:**

Accreditation Standard III.A.5

College Fee Reimbursement

The District will reimburse to confidential or supervisory employees the costs of enrollment fees for credit course work towards a degree or certificate offered by the District, other California community college districts, the California State University or University of California systems. Eligibility for such reimbursement shall be based upon:

1. satisfactory completion of the course;
2. demonstration that the reimbursement does not exceed ten (10) semester units per year.

The District will reimburse the employee at the cost of the prevailing California Community College fee or up to \$75 per unit for approved colleges and universities. An employee may only be approved for up to \$750 per fiscal year. This program is administered on a first come, first served basis.

Information on professional development and tuition reimbursement for represented employees can be found in the respective collective bargaining agreement.

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**Date Adopted:** July 21, 2015

*(This is a new procedure recommended by the Policy and Procedure Service.)*