

POLICIES ON
PROFESSIONAL DEVELOPMENT FUNDS EXPENDITURES
Effective January 1, 2008

1. A total of \$60,000 of professional development funds is available each fiscal year. Funds will be allocated on a first come, first allocated basis. Professional development funds are expected to supplement normal county travel dollars provided as a part of county operating budgets.
- 2.. All Extension employees are eligible for professional development funds. Full-time professional Extension employees (whether CSU or county hired) may access up to \$1000/fiscal year (July 1- June 30). Paraprofessionals and support staff (whether CSU or county hired) are eligible for up to \$400/fiscal year. Extension employees on part-time appointments are eligible for professional development funds on a pro-rated basis dependent upon their appointment percentage.
3. Professional development funds will only be authorized for professional employees who have an approved, current career development plan (now called **Professional Growth Plan**) on file. To be current, the Plan must have been approved by your supervisor and regional director **within the last four years**. Paraprofessionals and support staff do not need to complete a plan, but must provide documentation on how the requested training fits their job responsibilities. **The Plan should be completed on line and forwarded as an attachment to your supervisor/Department Head who will approve it (or discuss changes with you), and forward it on, if applicable, to the appropriate Regional Director for approval. The RD or Department Head should then forward the approvals and the plan to Judith.Barth@colostate.edu for final approval and filing. Once the plan has final approval and is on file, you will be eligible to request funds.**
4. Requests for professional development funds must be received and approved by the Staff Development Office **prior** to travel dates. Requests will be accepted no less than 30 days nor more than 6 months in advance of the training event date(s). The request must have the approval of the appropriate supervisor(s) and Regional Director/Department Head prior to approval by the Staff Development Office. **Please see "Electronic Procedure for Accessing Professional Development Funds" below for specific instructions.**
5. Professional development funds are available for **internal** and external sponsored training, as well as for support materials (books, DVDs, CDs, etc.) that would contribute to an individual's professional development.
6. Colorado Extension Professional Associations (Epsilon Sigma Phi Zeta Chapter, CAE4-HA, CCAA & CEAFCS) and are eligible for professional development funds and may access up to \$1000/fiscal year (July 1-June 30). These funds must be used for professional training. Requests for funds from professional associations should be directed to the Staff Development Office. Please include the content, format, and timing of the planned training, as well as how the dollars will be used. For example, professional development dollars may be used to offset registration fees for planned training, to pay for outside speakers, or to sponsor members to attend other trainings relevant to the Prof. Association (ie. PILD).
7. Any questions regarding this Professional Development Fund Expenditures Policy should be directed to the Staff Development Office (970-491-6345). This Policy will be reviewed annually for needed additions or changes.

**ELECTRONIC PROCEDURE FOR ACCESSING
PROFESSIONAL DEVELOPMENT FUNDS
January 1, 2008**

In order to minimize delays in processing requests for Professional Development Funds, please use the following procedure:

1. Send an e-mail to your immediate supervisor (county director, regional director, department head) requesting approval to participate in an event.
Include:
 - a) Place, date(s), location of the event or a detailed description of the purchase requested (for books, DVDs, CDs, etc).
 - b) A brief paragraph relating how it will help you with your job and **how it fits your Professional Growth Plan**.
 - c) The exact amount (up to the authorized limit) of professional development funds you are requesting. Please contact the Extension Fiscal Office (970-491-7486) for help with the appropriate state document preparation. Expenses will be reimbursed based on current state regulations. Note that county travel documents will not be accepted.
2. The immediate supervisor should add his/her approval to the e-mail request and forward it, with his/her approval, to the regional director or department head for his/her approval.
3. The regional director/department head should add his/her approval to the e-mail and forward the request, with the two approvals, to the Staff Development Office (Judith.Barth@colostate.edu).
4. You will receive an e-mail response from the Staff Development Office stating whether or not funding has been approved.

Please see "Policies for Professional Development Funds Expenditures" for more complete information on eligibility for professional development funds. Please keep in mind that funds will not be approved unless you have a current (within the past four years) Professional Growth Plan on file with the Staff Development Office.