

Exhibit 6 – Education Retraining Form

FISCAL YEAR: _____

APPLICANT: _____

DATE: _____

DEFINITION (Article 14.1): Education/Retraining - The definition of Education/Retraining for the purposes of this Article includes and is limited to a planned program approved by the Education/Retraining Committee for the further education or retraining of unit members to benefit the District.

DEADLINES (Article 14.3): All requests will be submitted by July 15 for the fiscal year. The Committee will act on requests by August 15. The Committee will review the requests and allocate funds within the limit of funds allocated. Payment under approved plans will be made upon proper documentation of expenses.

AVAILABLE FUNDS (Article 14.6): The Committee will make a recommendation to the Chancellor or their designee whose decision shall be final. Funds for this purpose will be allocated on the basis of budgetary availability, not to exceed \$10,000 per year.

ROUTING:

- (1) Requesting employee routes to immediate supervisor.
- (2) Immediate supervisor routes to appropriate Dean/Administrator (i.e., Dean, Vice President)
- (3) Dean/Administrator routes to Personnel Director.

GENERAL PLAN (Article 14.2): Members of the unit may submit program plans to the Education/Retraining Committee for financial support and/or release time.

14.2.1 Such plans shall detail the proposed plan including benefits to the employee and to the District.

EXPENDITURE REQUEST (Article 14.3): All requests must be submitted by July 15 for the fiscal year. The Committee will act on requests by August 15. The Committee will review the requests and allocate funds within the limit of funds allocated. (Please submit a detailed Expenditure Plan, which may include tuition, books, travel, release time and registration fees. Expenditures should be tied to your General Plan.)

RECOMMENDATION - Immediate Supervisor (Article 14.2.2): Such plans shall be reviewed by the immediate supervisor of the unit member.

Supervisor: _____

DATE: _____

Title: _____

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RECOMMENDATION – Dean/Vice President (Article 14.2.3):

Such plans shall be reviewed by the appropriate Administrator.

Signature: _____

DATE: _____

Title: _____

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Committee Recommendation to Chancellor or designee: YES _____ NO _____

Chancellor or designee Signature: _____

Title: _____

DATE: _____ AMOUNT APPROVED: _____