

The purpose of this policy guideline is to encourage and assist staff employees at Macalester to plan their annual training and development activities.

COURSEWORK AT MACALESTER

1. With supervisor approval, a staff member may enroll in courses in the College curriculum, one course per semester: private music lessons excluded.
2. Staff members who are not seeking a degree from Macalester **MUST** obtain a signature from an Instructor and return this form by the drop/add deadline. Degree-seeking staff members must follow regular student registration procedures in addition to completing this application.
3. Time must be made up if the class is during regular work hours and is not job-related or if employee is not full-time.

TRAINING AND DEVELOPMENT OPPORTUNITIES

1. A staff member may receive financial assistance for a training and development opportunity with a defined outcome that relates directly to the job and is not available within the College.
2. Employee fills out the Training and Development Assistance form, gets approval from his/her supervisor, and sends it to Employment Services at least two weeks prior to the registration deadline for the training opportunity.
3. Eligible reimbursement is up to \$600 per fiscal year. This is not a guaranteed benefit. If budget dollars are exhausted, requests will be denied.
4. If requesting College funds, you must submit a paid receipt or unpaid statement documenting to whom the money should be payable. Please indicate if a department Purchasing Card was used. Documentation must also be attached that briefly describes the coursework or training opportunity.
5. An employee may receive Training and Development Assistance from Employment Services to attend/participate in one program annually. Department support may be available for additional opportunities. Requests for department funds should be directed to your Supervisor.
6. Training and Development Assistance from the Employment Services Department is intended to improve the job related skills of Macalester Staff employees. Non job related programs should be funded by the home department.
7. Training and Development Assistance is limited to tuition or the registration fee. No other costs are reimbursed by Employment Services.

TRAINING AND DEVELOPMENT ASSISTANCE PROCESS

1. Employee fills out the form, obtains approval from her/his supervisor and sends the application to Employment Services at least two weeks prior to the event/course registration deadline for the disbursement of College funds. Late applications will be denied.
2. Employment Services reviews the application and approves or denies the application.
3. If the application is denied, Employment Services will notify the employee that the proposal has been declined.
4. If the application is approved, Employment Services will notify employee so that s/he can register for the program if s/he has not already registered.
5. Applications should be sent directly to the Employment Services department.

APPLICATION FOR STAFF TRAINING AND DEVELOPMENT ASSISTANCE

Macalester College encourages its staff members to broaden their education and/or training inside and outside the institution. Interested full and part time benefit eligible staff should follow the **instructions on page two.**

Name: _____ MAC ID#: _____ MAC PH#: _____
Position: _____ Department: _____
Employment Status: Full Time Part Time FTE _____

Program Title : _____
(for Mac course, please include course name, dept, course #, section #, and lab as necessary)

Requested amount:\$ _____ Program date/location: _____
(see below)

Macalester College's philosophy is to provide training and development "in order to facilitate the achievement of the institution's objectives and to help staff members realize their potential". Requests will be granted in those cases in which the benefit to the college and the employee are appropriately justified.

Specific outcomes of this requested training and development activity are:

Macalester Course

Citizenship: U.S Other, please specify: _____ Date of Birth: _____
Grading Option: Credit (letter grade) Credit (S/D/NC) Audit (no credit)

**Please have the Macalester instructor sign below.

PARTICIPATION IN THIS COURSE WILL NOT ADVERSELY AFFECT THE PERFORMANCE OF MY DUTIES AT THE COLLEGE AND I WILL COMPLY WITH ALL COLLEGE REGISTRATION PROCEDURES.

Signature (Applicant) _____ Date _____ Instructor (if Macalester Course**) _____ Date _____

Approved (Supervisor) _____ Date _____ Approved (Employment Services) _____ Date _____

PAYMENT INFORMATION for reimbursement:

Check – Payable to (name & address): _____
 PCard – FOAPAL number: _____

FOR EMPLOYMENT SERVICES USE ONLY

Copies To:

Employee Supervisor Employee File Academic Office*(Mac course only) Cashier's Office *(Mac course only)