



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7160

AP 7160 Professional Development

These provisions in this procedure apply to permanent employees not covered under a collective bargaining agreement.

1. Training and/or Retraining Leave

- A. At the discretion of the District, an unrepresented employee may be granted leave with or without pay not to exceed one (1) year for the purpose of training or retraining.
- B. The Superintendent/President may prescribe the standards of service which permit such leaves.
- C. Any leave of absence granted under this section shall not be considered a break in service.
- D. Employees on leave under this section shall not earn sick leave, vacation, or other benefits provided for in this procedure.

2. Educational Reimbursement Program – Confidential Employees

Effective August 1, 2022, all permanent confidential employees may participate in the Educational Reimbursement Program.

- A. The District will reimburse the costs of enrollment fees for credit course work towards a degree or certificate offered by a regionally accredited institution and the cost for textbooks. Reimbursement per unit will be at the prevailing California Community College fee or up to \$200 per unit towards the cost per unit.
- B. The annual budget for the entire program shall be \$15,000. Employees will not be eligible for reimbursement once the \$15,000 have been utilized in any fiscal year. This program is administered annually and the funds do not roll over from year to year. The District will periodically review the terms and the fund budget for this program.
- C. This program is administered on a first come, first served basis.
- D. The benefit per employee shall be capped at \$1,800 per fiscal year. The cap shall be pro-rated for part-time employees based on the percentage of hours worked per week. Example: an employee who works 20 hours per week is eligible for total reimbursement of $.50 \times \$1,800 = \900 .



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

- E. Eligibility for reimbursement shall be based upon:
 - i. Satisfactory completion of the course with a grade of “C” or better or credit “CR”, and
 - ii. Confirmation of completion provided on an official or unofficial transcript.
 - iii. Application for reimbursement must be submitted within thirty (30) days after the end of the applicable term.
- F. Fiscal Services will provide a form for employees to apply for reimbursements.

3. Administrative and Sabbatical Leaves for Superintendent/President, Vice Presidents, and Deans

Generally, it is not possible for administrators to be absent for an academic year, or even for a semester. However, it is desirable that administrators have the opportunity for travel and/or study beyond that which is possible in a one-month vacation.

- A. Therefore, at the end of each four years of satisfactory service, administrators may apply to the Governing Board through the Superintendent/President for administrative leave. The administrator will submit a written plan for the leave which will describe the study or travel plan, the objective to be accomplished, and the plan’s proposed value to the District. The Superintendent/President will prepare a written endorsement either recommending or not recommending approval and citing reasons for the recommendation. The administrative leave itself will not exceed two months in length. However, an additional month consisting of accumulated study and travel time and/or vacation may be added to the two-month administrative leave.
- B. Such leave will not be granted unless the recipient plans to return to the District. An administrator, when granted such leave, will file a letter assuring repayment of all money received during the two-month administrative leave period if they do not return to the District for a period of one year following the leave.
- C. **Administrative Leave**
The demands of administrative assignment will determine the feasibility of approval of such leaves. The duties of the administrator on leave will normally be handled by other administrative personnel in a manner that will not cause any additional expense to the District.
- D. **Sabbatical Leave**
Administrators are eligible to apply for regular sabbatical leaves. If a sabbatical leave is granted, eligibility for administrative leave will commence seven years after completion of the sabbatical leave. Time absent on administrative leave (two months) will not be counted in computing time for sabbatical leave.



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

- E. Leave Scheduling
 - i. To assure administrative continuity and service, administrative leaves and/or sabbatical leaves of administrative employees shall not seriously overlap during the regular school year. The Superintendent/President shall regulate the timing of administrative leaves and sabbatical leaves of administrators.
 - ii. In the event an administrator is recalled from leave due to an institutional emergency, that administrator will be permitted to add the unused leave to a future administrative leave

4. Leave of Absence for Educational Improvement

- A. Authorization
Leaves of absence for educational improvement may be granted by official action of the Governing Board.
- B. Qualifications
Unrepresented employees are eligible to apply for leaves of absence for educational improvement.
- C. Duration
Leave of absence may be granted for one (1) semester, one (1) full academic year, or for more than one (1) year, if warranted.
- D. Purposes
The employee shall submit a letter to the Superintendent/President stating the program that they propose to follow while on leave to meet the purposes of the leave. The employee may accept a fellowship or grant-in-aid designed to promote the accomplishment of the purpose of the leave. Leaves for educational improvement may be for:
 - i. Study in residence at an accredited university or college. The course work must be planned to achieve a goal which has been approved by the Superintendent/President.
 - ii. Study on a special project or research problem. Such a program may be substituted for the unit requirements of in-residence study if approved in advance by the appropriate administrative Vice President and the Superintendent/President.
 - iii. Study through work experience. The specific school or a job offer must be submitted with the proposed program for prior approval by the Superintendent/President.



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

- E. Compensation
Such leaves shall normally be granted without pay. Sick leave and vacation will not accrue. The employee may purchase District insurance at group rates.
- F. Return to Service
The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.
 - i. Upon completion of the leave, and within sixty (60) days of return to duty, the employee shall submit one (1) of the following to the Superintendent/President: transcripts of record of in residence study; written report of study on a special project or research work; written report of work experience plus any evidence of completion of business or industrial schooling.

See also Board Policy 7160 - Professional Development and Board Policy 7161 - Professional Development: President and Vice Presidents

References: *Education Code Sections 87150 et seq.*
ACCJC Accreditation Standard III.A.14

Approved: May 24, 2022