

Associate Vice Chancellor – Administration
Educational/Professional Development Guidelines and Reimbursement Policy (6/06)

Background

UCSF Administration is committed to providing reasonable assistance and support, when feasible and approved in advance, to employees to participate in a program or activity that is expected to improve current job performance or that would enhance skills, knowledge, and abilities for professional development and career advancement within the University.

Purpose

The purpose of these guidelines is to set forth the parameters and conditions under which such activities may be supported by the department.

Authority and Responsibility

Responsibility for pursuit of career or professional development activities rests with the employee. If there is an interest in financial support or paid time off, the employee must complete a "Professional Development Support Request" form (enclosed) and submit it to his/her supervisor for review and approval. The Associate Vice Chancellor–Administration (AVCA) is the final authority to approve or deny any request for payment of fees or extensive paid time¹ off associated with “Academic Education” reimbursements.

Limitations

All requests for participation in a professional development activity will be reviewed within the limitations of scheduling, staffing, and budgetary considerations of the department or respective unit and will consider the performance and potential of the employee requesting support.

Definitions of and Reimbursement for Professional Development Activities

❖ Academic Education

Employees may apply for financial assistance through the department to pursue undergraduate or graduate degree programs or courses at an accredited college or university. In order to qualify for financial assistance for a single course, degree program, or professional certification course of study, the subject matter must be job-related and agreed upon by both the employee and the manager or related to a professional development plan developed jointly by the employee and the department. Attendance would normally be outside of an employee's regular working hours unless a modified work schedule has been approved by the unit manager and the AVCA.

¹ Extensive time off would include any single request that involve 80 hours or more of release time.

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Subject to advance approval, availability of departmental funds, and submission of written evidence of satisfactory program completion ("C" or better) including detailed receipts for registration, tuition, and books, the department will commit to reimburse one-half of the fees, up to a maximum of \$100 per unit, spent on registration, tuition, and books.

In addition, upon completion of the proposed degree, the department will commit to reimburse a maximum of 50% of total costs (inclusive of the \$100 per unit reimbursement above), not to exceed 15% of the employee's base salary at the time of payment. This requires a continued employment commitment of two (2) years after the completion of the degree or repayment of amounts reimbursed on a pro-rated basis if the employee decides to leave employment with UCSF at an earlier date².

❖ **University of California - Reduced Fee Benefit**

A regular status career employee who meets the admission requirements of the University of California (at any campus in both graduate and undergraduate programs) is eligible for a two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to 9 units or 3 regular session University courses per quarter or semester, whichever is greater. This does not apply to Summer Sessions or UC Extension courses. Contact each respective UC Admissions Office for admissions requirements.

❖ **Professional Seminars, Memberships, Conferences, Lectures**

Employees may petition for financial assistance and/or time off with or without pay in order to attend activities related to an employee's current position or for the purposes of job-related career development. Employees may request to "split" the cost of registration, travel, and living expenses in order to attend such activities. Decisions to fund such activities will be made on a case-by-case basis. The degree to which the activity is of mutual benefit to the employee and the department and subject to funds available are factors that will be considered in the decision. If an employee is granted such assistance and fees are paid, but the employee does not attend or satisfactorily complete the program, the employee will be held responsible for reimbursing the department for any expenses paid in advance or any penalty fees.

❖ **Mandatory Training and Development**

Managers and supervisors may require an employee to attend a training or professional development activity in order to enhance an employee's current on-the-job performance. Time spent in attendance of these mandated activities will be considered time worked and the full fees and related costs will be paid for by the department.

² Employees requesting reimbursement will be expected to sign, at the time of application for reimbursement, a formal agreement ("Repayment Agreement") to repay the educational reimbursement on a pro-rated basis if they leave UCSF prior to the two year period being completed.

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Parking, Mileage, Airline, or Hotel Expenses and Reimbursement

Activities at locations supported by UCSF Shuttle Service will not be eligible for reimbursement of parking or mileage expenses. Personal use of automobiles associated with travel, airline, or hotel expenses are governed by the rules and regulations of University travel expenses and departmental guidelines.