



PROFESSIONAL DEVELOPMENT PROGRAM

Reimbursement in accordance with NM Mileage and Per-diem Act NMSA, 10-8, 1978 and LCC's Board Approved Policy and Procedure.

PURPOSE

Luna Community College (LCC) offers professional development opportunities for Regular Full-time employees. Whether you want to sharpen the skills you have or meet on-the-job requirements, thereby improving efficacy as employees of the College and ultimately the ability of the College to effectively perform its mission, the PDP can help you meet your goals.

MISSION

The mission for PDP is to create professional development pathways for college employees that support the strategic mission of LCC and contribute in meaningful ways to college personnel's departmental needs and specific job enrichment.

PROCEDURES

I. REQUIREMENTS

1. Must be a **Regular Full-time** employee of Luna Community College.
2. PDP Request must be directly related to the job at LCC.
3. Funding must be available
4. Work release time must be pre-approved by the supervisor and documented in the Pre-Activity form. Time off may not exceed 5 hours a week. Three ½- hour increments of the 5(five) allowed hours may be used for Health & Fitness at LCC Wellness Center.
5. PDP Requests must be turned in prior to incurring any expenses and turned in on Monday for a Friday Purchase Order.
6. All requests require completion of the **Travel Authorization Form (TAF)**, Pre-Activity form and all necessary documentation (refer to Travel Policy and Procedure). At completion of activity, a Post-Activity form with all documentation must be submitted for reimbursement with the completed Travel Reimbursement Voucher located at the bottom of your copy of the **Travel Authorization Form**.

II. FUNDING

1. If PDP request is tied directly to an LCC need i.e., licensure, certification and such, the cost may be prepaid.
2. If PDP request is employee initiated (optional), the cost will be reimbursed based upon successful completion i.e.; certificate of completion and/or grade of C or better.
3. When incurring an LCC Bookstore charge, a voluntary LCC Payroll Deduction Form must be pre-signed in the event employee becomes responsible for the purchase.
4. ***PDP will only cover out of pocket expenses after all other sources have been applied i.e.; Pell Grant, Scholarships, waivers, etc. All sources of aid posted to account will be considered as aid towards your expenses and only expenses exceeding the aid will be considered for PDP reimbursement.***

NEW



III. APPROVAL PROCESS

1. Employee will complete **Travel Authorization Form** and **Pre-Activity Form** and submit to Finance & Administration prior to travel, registration, or procurement of books along with all supporting documents i.e.; student schedule, etc.
2. After initial review for completion, it will be forwarded to the PDP committee for review and approval. At this time, the **PDP committee** may call upon requester for additional information.
3. After PDP committee approval, it is forwarded to the President for approval if applicable.
4. After final approval, a Purchase order will be processed and sent to requestor. If denied, the request will be sent back to requester.
5. Requester will present purchase order to Bookstore or Vendor before incurring any expenses therefore pre-planning is necessary.
6. **Post-Activity** form and other supporting documentation must be completed and turned in no later than 3 weeks after completion. Payroll Deduction will occur if grades and Post-Activity form are not submitted for purchase of books at LCC Bookstore.
7. Abuse of the PDP or failure to comply with the procedures, may result in loss of PDP privileges.