

**POLICIES ON**  
**PROFESSIONAL DEVELOPMENT FUNDS EXPENDITURES**

1. Professional development funds are available each fiscal year. The total amount available varies from year to year based on budget availability. Funds will be allocated on a first come, first allocated basis. Professional development funds are expected to supplement normal travel dollars provided as a part of operating budgets.
- 2.. All Extension employees are eligible for professional development funds. Full-time professional Extension employees (whether CSU or county hired) may access up to \$750/fiscal year (July 1-June 30). Paraprofessionals and support staff (whether CSU or county hired) are eligible for up to \$350/fiscal year. Extension employees on part-time appointments are eligible for professional development funds on a pro-rated basis dependent upon their appointment percentage.
3. Professional development funds will be authorized for **county/regionally** based personnel by the Regional Director. It is expected that discussion with a supervisor around professional development will occur during the performance appraisals process. **Campus based employees**, or employees reporting to a campus based specialist, are still required to have an approved **Professional Growth Plan** on file. To be current, the Plan must have been approved by the employee's supervisor **within the last four years**. Paraprofessionals and support staff do not need to complete a plan, but must provide documentation on how the requested training fits their job responsibilities. The Plan should be completed on line and forwarded as an attachment to your supervisor/Department Head who will approve it (or discuss changes with you), and forward it on to the Extension HR/Staff Development Office for filing ([Wes.Alford@colostate.edu](mailto:Wes.Alford@colostate.edu)) . Once the plan is approved and on file, campus employees are eligible to request funds.
4. Requests for professional development funds must be received and approved by the Regional Director or the HR/Staff Development Office prior to travel dates. **Requests will be accepted for the current fiscal year no less than 30 days in advance of the training event date(s) unless special approval is granted by the RD or HR Office.** After May 1, requests for Professional Development Funds from the next fiscal year will be accepted. All requests must have the approval of the appropriate supervisor(s) and Regional Director/Department Head. **Please see "Electronic Procedure for Accessing Professional Development Funds" below** ([http://extension.colostate.edu/docs/staffres/prof\\_imp.pdf](http://extension.colostate.edu/docs/staffres/prof_imp.pdf)) **for specific instructions. All reimbursement documents must be submitted within 30 days of travel for reimbursement. Expenses submitted after this time period will NOT be reimbursed.** The fiscal year of the travel and reimbursement will be the fiscal year the PD funds are expended even if the request for funds falls during a previous fiscal year.
5. Professional development funds are available for **internal** and external sponsored training, as well as for support materials (books, DVDs, CDs, etc.) that would contribute to an individual's professional development. **Professional development funds may NOT be used to pay for dues in professional associations.**
6. Colorado Extension Professional Associations (Epsilon Sigma Phi Zeta Chapter, CAE4-HA, CCAA & CEAFCS) and are eligible for professional development funds and may access up to \$750/fiscal year (July 1-June 30). These funds must be used for professional training. Requests for funds from professional associations should be directed to the Extension Human Resources Office. Please include

the content, format, and timing of the planned training, as well as how the dollars will be used. For example, professional development dollars may be used to offset registration fees for planned training, to pay for outside speakers, or to sponsor members to attend other trainings relevant to the Prof. Association (ie. PILD).

Any questions regarding this Professional Development Fund Expenditures Policy should be directed to the Regional Director for county/region based employees and to the Extension HR/Staff Development Office (970-491-6345) for campus/state based employees.

### **ELECTRONIC PROCEDURE FOR ACCESSING PROFESSIONAL DEVELOPMENT FUNDS**

In order to minimize delays in processing requests for Professional Development Funds, please use the following procedure:

1. Send an e-mail to your immediate supervisor (county director, regional director, department head) requesting approval to participate in an event.  
Include:
  - a) Place, date(s), location of the event or a detailed description of the purchase requested
  - b) A brief description of how it will help you with your job, **how it fits your Professional Growth Plan** and if participation in this professional development opportunity will contribute to program growth to underserved audiences or members of a potentially diverse audience (people of various races, genders, socioeconomic classes and other points of human diversity).
  - c) The exact amount (up to the authorized limit) of professional development funds you are requesting. Please contact the Extension Fiscal Office (970-491-7950) for help with the appropriate state document preparation. Expenses will be reimbursed based on current state regulations. Note that county travel documents will not be accepted.
2. The immediate supervisor/department head should add his/her approval to the e-mail request and forward it to the appropriate regional director (for county/region based employees) or to the Extension HR/Staff Development Office (for campus/state based employees).
3. The regional director or the Extension HR/Staff Development Office ([Wes.Alford@colostate.edu](mailto:Wes.Alford@colostate.edu)) will confirm the PD funds that have been granted through an email back to the requesting employee.
4. **All reimbursement documents must be submitted within 30 days of travel. Expenses submitted after this time period will NOT be reimbursed.** The fiscal year of the travel and reimbursement will be the fiscal year the PD funds are expended, even if the request for funds falls during a previous fiscal year.

Please see "Policies for Professional Development Funds Expenditures" above ([http://www.ext.colostate.edu/staffres/prof\\_imp.pdf](http://www.ext.colostate.edu/staffres/prof_imp.pdf)) for more complete information on eligibility for professional development funds.