UC ANR Staff Assembly Educational Reimbursement Program

UC ANR STAFF ASSEMBLY

A Unified Voice. A Unified Vision.

Professional Staff • Exchange of Knowledge • Career Advancement • Collective Unified Voice • Dedicated Employees

The **UC ANR Staff Assembly** is committed to **supporting career training and professional development** opportunities for ANR staff to further career advancement. The UC ANR Staff Assembly has established a reimbursement program to provide financial assistance to UC ANR Staff to pursue career interests, develop new career paths, and address knowledge or skill gaps needed to reach professional development goals.

Eligibility Requirements:

- UC ANR career staff employees who have completed the probationary period. (This includes all represented and non-represented staff).
- All UCCE County paid staff employees in good standing.
- Courses, seminars, conferences and workshops must pertain to career development training activities.
- Courses cannot be taken during work hours unless previously arranged with and approved by supervisor.

Reimbursements may be used for:

- Courses/tuition/registration fee for required certification(s).
- Courses/tuition/registration required for degree attainment if related to current position or career development.
- Registration fees for seminars and workshops (excluding travel).
- Books and materials for career development (as required by selected course/workshop etc.).

Reimbursements may NOT be used for:

- Travel, food, parking and incidental expenses. **NO EXCEPTIONS.**
- Courses required for your current position (i.e., certificates, licenses, etc.) and paid for with office funding.

Procedures:

- Funding up to $499, dependent on amount of eligible applications received.
- Training activities in this reimbursement cycle must be **completed between November 1 and April 15.** Training activity completed after the April 15th deadline can be submitted for reimbursement during the next reimbursement cycle. (**The next cycle is April 16 to October 31**).
- Reimbursement allocation will be considered only for **successfully completed** training activities. Proof of completion must accompany applications for courses or seminars (i.e. grade report, transcript, certificate, etc.)
- Applications must be submitted by close of business on last day of cycle (5:00 pm). Late applications will not be accepted.
- Receipts for all eligible expenses are required for reimbursement and must be submitted with application. Applications received incomplete or without required documentation will not be considered.
- The UC ANR Staff Assembly Council will review applications within 30 days of application close date. Award recipients will be notified within 60 days and receive reimbursement when notified.

How to Apply:

To apply for a Staff Assembly reimbursement, download and fill out application form and submit with receipts and required documentation via email to mpetit@ucanr.edu. You will receive a confirmation email once your request is received. Applications received without all the required documentation will be returned.

There are two reimbursement cycles each fiscal year: April 16th to October 31st and November 1st to April 15th.

Questions?
Please contact Mishelle Costa
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