



**POLICY: 6Hx28: 3C-07**

**Responsible Executive:** Vice President,  
Organizational Development and Human  
Resources

**Policy Contacts:** Assistance Vice  
President, Talent Management and Total  
Rewards

**Specific Authority:** 1001.64., F.S.  
**Law Implemented:** 1001.64, F.S.;  
1009.28, F.S.; 1009.285, F.S.; 6A-  
14.029, F.A.C.

**Effective Date:** 05-23-2018

**Date of Last Policy Review:** 01-21-2025

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## **Employee, Dependent and Program Development Funds**

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### **Policy Statement:**

- I. Valencia College is committed to creating an environment that encourages professional development and opportunities for academic, technical, and life-long learning of its employees. A pool of Employee, Dependent, and Program Development funds has been established for the ongoing support of college-wide goals and plans, continued development of College employees, and the development of programs that enhance the College's ability to achieve its mission.
- II. The President, or designee(s), may adopt programs and establish procedures to implement this policy.

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### **Policy History:**

Adopted 12-11-74; Amended 6-28-78; Amended 10-17-79; Amended 9-16-81; Amended 11-18-83; Amended 8-24-83; Amended 8-20-86; Amended 11-18-92; Amended 12-10-02; Amended 5-23-18 - Combines policy: 6Hx28: 3C-09 (repealed 5-23-18); Formerly 6Hx28:7-13; Formerly 6Hx28:07-07

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**Related Documents/Policies:**

College Policy 6Hx28: 5-08 Travel by Authorized Personnel

College Policy 6Hx28: 8-06 Residency

*Request for Valencia College Course Tuition form*

*Request for Employee Development Funds form*

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**Procedures:**

The following procedures outline the categories, eligibility criteria, definitions, and the College's process for reviewing requests for funds in accordance with this policy:

- I. **Employee Development Funds (EDF):** EDF are funds available, with supervisor approval, to eligible employees of the College. These funds provide eligible employees the opportunity to acquire skills, knowledge, abilities, and/or competencies to learn and develop within their current role or in preparation for their future career development at Valencia College. These funds refresh at the start of each fiscal year, are not retroactive or compensable and non-cumulative. Additionally, tuition covered by grants, scholarships, gifts, or other awards (excluding loans) may not be eligible for EDF payment, depending on the specific type of aid. EDF is applied to the fiscal year in which the development opportunity begins, and employees may be asked to provide documentation of successful completion of the selected eligible development opportunity and/or institutional accreditation information, as applicable.

- A. The following chart provides employee EDF eligibility criteria and eligible amounts:

Program	Amount	Eligibility
Valencia College Course Tuition (including Continuing Education)	Up to thirty (30) credit hours per fiscal year for Valencia College tuition and certain fees	(1) Employed in a full-time, non-temporary position, for a minimum of six (6) continuous months; and (2) Supervisor approval
Non-Valencia College Tuition and/or Professional Development Track	Up to \$1,400 per fiscal year	(1) Employed in a full-time, non-temporary position, for a minimum of six (6) continuous months; and (2) Supervisor approval

1. EDF Eligibility for Termination, Resignation, Retirement, and Contract Non-Renewal Notices

- a. Should an employee be terminated from employment for conduct or performance reasons, or submit a notice to their supervisor, other appropriate department leader, or to Organizational Development and Human Resources (ODHR) of their intent to resign from their position at the College, the employee will no longer be eligible to receive EDF benefits after the issuance of the termination or the date the employee submitted their notice of resignation.
- b. For retirements, the employee will no longer be eligible to receive EDF benefits within three (3) months prior to their effective date of retirement.
- c. For contract non-renewals, the employee may no longer be eligible to receive EDF benefits upon receiving notice that their employment contract will not be renewed after expiration of the current contract term, as determined by the College based on the circumstances of the contract non-renewal.

B. The following chart provides employee eligible expenses that may be used with EDF:

Program	Covered by EDF	Not Covered by EDF
Valencia College Course Tuition (including Continuing Education)	Valencia College tuition and certain associated fees* or an equivalent monetary allowance for Continuing Education courses with a maximum fee not to exceed the total tuition fees assessed for up to thirty (30) in-state credit hours per fiscal year, with a maximum fee not to exceed the total tuition fees as approved by the District Board of Trustees in accordance with statute, rules, or regulations.  (*Fees covered: distance learning, technology, capital improvement, student activity, financial aid, and lab)	Application fees, late registration fees, course repeat fees (e.g., full cost of instruction fee for a course attempted three or more times), non-refundable fees, transcript fees, out-of-state fees, private instruction fees, independent study fees, special fees paid to a third party (e.g., credit card convenience fee or returned check fee), special or additional fees paid to the College as outlined in the Valencia College course catalog and/or registration schedule bill, books, materials/supplies affiliated with Valencia College courses, equipment, subscriptions, test/exam fees, membership fees (including those as part of registration), delinquent tuition, travel costs, or hotel costs
Non-Valencia College Tuition and/or Professional	(1) Non-Valencia College tuition (United States regionally accredited institution) and eligible fees*: Tuition, course costs, and eligible fees shall be paid up to a	Private instruction fees, independent study fees, special fees paid to a third party (e.g., credit card convenience fee or returned check fee), materials/supplies affiliated

Development Track	<p>maximum of \$1,400 per fiscal year;</p> <p>(2) Registration for a conference, workshop, seminar, webinar, or other approved professional development program; and/or certain associated fees, up to a maximum of \$1,400 per fiscal year for an employee's own participation;</p> <p>(3) Other eligible categories for EDF coverage as may be related to the employee's current or future position at the College: professional membership fees, professional licenses, professional certifications, professional exam fees, required materials/supplies associated with approved professional development program (as part of registration); and/or</p> <p>(4) A combination thereof.</p> <p>(*Non-Valencia tuition and certain associated fees covered: distance learning, technology, capital improvement, student activity, financial aid, and lab fees)</p>	<p>with non-Valencia courses, delinquent tuition, travel costs, hotel costs, or registration fees for social events.</p>
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Note: Contact Employee Development at [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu) to verify existing funds, to determine eligibility for development opportunities or other expenses not listed in the above chart, , or for additional questions.

### C. Applying for EDF:

#### 1. Employee Responsibilities

- a. Valencia College Course Tuition Track: Employees selecting Valencia College tuition assistance or reimbursement as listed in Procedure I. A. above must complete the *Request for Valencia College Course Tuition* form (available in ATLAS), obtain supervisor approval, and submit it to Organizational Development and Human Resources (ODHR) as outlined in the above referenced form. Based on the request for assistance or reimbursement, additional documentation may be required to be submitted along with the form. See instructions on

the *Request for Valencia College Course Tuition* form for more information. Failure to include necessary information, supervisor signature, and/or documentation (as may be required) may delay the EDF or reimbursement process.

- b. Non-Valencia College Tuition and/or Professional Development Track: Employees selecting non-Valencia College tuition and/or other professional development opportunities as listed in Procedure I. A. above must complete the *Request for Employee Development Funds* (available in ATLAS), obtain supervisor approval, and submit the form along with the required supporting documentation to Organizational Development and Human Resources (ODHR) as outlined in the above referenced form. See instructions on the *Request for Employee Development Funds* form for more information. Failure to include necessary information, supervisor approval with comments, and/or documentation as required may delay the EDF or payment/reimbursement process.

## 2. Supervisor Responsibilities

- a. Valencia College Course Tuition Track: Supervisors are responsible for reviewing the eligible employee's completed *Request for Valencia College Course Tuition* form prior to signing the form to confirm the request will not impact operational needs.
- b. Non-Valencia College Tuition and/or Professional Development Track: Supervisors are responsible for reviewing the completed *Request for Employee Development Funds* form, confirming that the funds are being spent on an eligible development opportunity, the request will not impact operational needs, and that the development opportunity is beneficial to their employee's professional development.
- c. Forms with no signature from the supervisor will be returned for completion, which may delay the EDF or payment/reimbursement process.

II. **Dependent Tuition:** Persons who are children, spouses, domestic partners, or dependents (as defined below in Procedures II. B.) of current full-time, non-temporary, employees who have been employed at the College in a full-time position for a minimum of six continuous months are eligible for tuition payment

towards courses at Valencia College. All eligible dependents taking advantage of this benefit will be expected to follow standard student registration procedures.

A. The following chart provides the definitions for dependent tuition:

Categories	Definitions
Dependent	A non-Valencia College employee or a part-time Valencia College employee who is a spouse, domestic partner, or child of an eligible full-time Valencia College employee.
Child	A dependent who is a natural child, legally adopted child, stepchild, or foster child of an eligible full-time Valencia College employee and who is 26 years of age or younger prior to the beginning of the semester for which the funds are requested.
Spouse	A dependent who is legally married to an eligible full-time Valencia College employee and resides in the same household.
Domestic Partner	A dependent who is a partner of an eligible full-time Valencia College employee who has submitted a verified <i>Affidavit of Domestic Partnership</i> to Organizational Development and Human Resources.

B. Eligible Development and Other Expenses:

Covered by Dependent Tuition	Not Covered by Dependent Tuition
<p>(1) Up to a maximum of thirty (30) in-state credit hours per fiscal year or equivalent monetary allowance for Continuing Education courses with a maximum fee not to exceed the total tuition fees assessed for thirty (30) in-state credit hours as approved by the District Board of Trustees and as prescribed by statute, rules, or regulations; and/or</p> <p>(2) Certain associated fees: distance learning, technology, capital improvement, student activity, financial aid, and lab.</p>	<p>Funds shall not apply to other expenses, including but not limited to: related course application fees, course repeat fees (e.g., full cost of instruction fee for a course attempted three or more times), non-refundable fees, out of state fees, private instruction fees, independent study fees, special fees paid to a third party (e.g., credit card convenience fee or returned check fee), transcript fees, special or additional fees paid to the College as outlined in the Valencia College course catalog and/or registration schedule bill, books, materials/supplies affiliated with Valencia College and non-Valencia courses, equipment, subscriptions, test/exam fees, membership fees (including those as part of registration), delinquent tuition, travel costs, or hotel costs.</p>

Note: For more information on residency, see [College Policy 6Hx28: 8-06 Residency](#). Contact Employee Development at [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu) to verify existing funds, to determine EDF eligibility with other expenses not listed in the above chart, or for additional questions.

C. Applying for Dependent Tuition Funds:

1. Eligible employees must complete and submit the *Request for Valencia College Course Tuition* form (available in ATLAS) to ODHR as outlined in the above referenced form.
2. To verify eligibility of dependents, employees may be asked to provide additional supporting documentation and/or successful course completion.
3. Failure to include necessary information on the form and/or documentation as required may delay the dependent tuition request process.

Note: No funds are taken from the eligible employee's EDF when dependents use the form. No supervisor signature is required if the form is being submitted for an eligible employee's dependent.

- III. **Program Development Funds:** Funds are managed by Senior Leadership and available to support program initiation or innovation. Program development includes salary payment, research, planning, design, evaluation, and purchase of instructional supplies and equipment and related expenses to support the program development. This includes but is not limited to: travel costs, conference registration fees, and other costs as approved by the senior staff member. All College travel policies apply, including those pertaining to international travel. For more information on travel, see [College Policy 6Hx28: 5-08 Travel by Authorized Personnel](#).

Each senior team member at the College receives a budget for program development funds to use within their division or campus. The distribution of these funds is at the discretion of the senior staff. Please refer to each department senior leader for the distribution process.

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**Procedure History:**

Amended 5-23-18; Amended 8-28-19; Amended 12-1-20; Amended 6-28-22; Amended 7-27-23; Amended 1-21-25

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**Date of Last Procedure Review:** 01-21-2025