



Staff Development Program

Procedures for Enrolling Staff

LIST OF CURRENT COURSES OFFERED:
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Guidelines for the SBCEO Staff Development Program

FEE

\$28.00 per person, per course (unless otherwise noted). No-shows will be charged.

Provide a budget code on the Registration Request Form that is submitted to Pat Noronha, Curriculum & Instruction. Your budget will be encumbered first and then charged about a month after the end of the SBCC semester (usually January and June).

WHO IS ELIGIBLE?

Probationary and permanent employees are eligible, with preference given to those in permanent status.

GUIDELINES FOR PARTICIPATION

1. Managers use the following criteria to determine if an employee will take a class:
 - a. job-related and specifically tied to job duties; and
 - b. the needs of department could be met with the absence of the employee.
2. Extra time required for travel time beyond the workday to attend classes is not reimbursed by SBCEO.
3. Professional Development Center classes that are 0.5 units of college credit are on two days from 8:30am to 12:30:/12:45pm, or one day from 8:30am to 4:30pm (unless otherwise noted). Participants **MUST** attend both days, or the full class time, to receive credit.
4. College credit units can be earned if an employee chooses to use vacation time. College credit units cannot be earned if the employee takes release time.
5. Participants must attend the entire first day of class before they attend the second day. If you leave early on the first day of class, you cannot attend the second day.

REGISTRATION PROCEDURES

1. Managers identify employees to attend classes and/or employees identify classes they'd like to take and make request to manager.
2. Employees fill out a Leave Slip designating "release time" (or vacation time) as the reason for absence, noting the course name.
3. Managers submit a Registration Request Form with budget coding to Pat Noronha in Instructional Services no later than ten days prior to the start of class.
4. Confirmation of class enrollment will be sent to each participant via e-mail.
5. Managers maintain a master participation list for their division each semester.
6. If there is a cancellation, notify Pat Noronha via email at pnoronha@sbceo.org as soon as possible to avoid being charged a no-show fee.

**MISSION:**

The Professional Development Center provides a variety of workplace training courses in the community with the goal of enhancing personal and professional development.

BENEFITS:

The courses are relevant to today's workplace needs and are offered at a low cost to you. In addition, your staff can receive college credit for each of these courses.

ATTENDANCE POLICY:

The Professional Development Center at Santa Barbara City College prides itself on exceptional customer service and excellent quality instruction. To ensure the best possible learning environment for all students we require the following:

- Participants must arrive on time to class. It is up to the instructors whether to allow a participant in after 8:30 a.m. Those participants arriving after 9 a.m. will not be permitted to attend.
- Participants who leave class prior to the end or who do not attend day 1 at all will not be permitted to attend day 2.
- Participants who arrive on day 1 and inform the instructor they will not be able to attend day 2 are advised to register for another session.
- Participants must attend both sessions to receive college credit.

Professional Development Center classes that are 0.5 units of college credit are on two days from 8:30am to 12:30/12:45pm, or on one day from 8:30am to 4:30pm (unless otherwise noted). Classes that are 0.3 units of college credit are one day from 8:30am to 1:10pm. Participants **MUST** attend both days, or the full class time, to receive credit.

CLASS LOCATIONS:**SBCC**

Located on SBCC's West Campus in room WC 302. Get a parking permit at kiosk at the West Campus kiosk. Be sure to let attendant know you are attending a class in room WC 302 for 2 days that runs from 8:30am – 12:45pm and that you need a permit for that time period. It should not cost you any money for this permit.

SBCC is located at 721 Cliff Dr., Santa Barbara.

Selmer O. Wake Center

300 N. Turnpike Road, Santa Barbara, Rooms 5 & 28