

**Kapi'olani Community College  
Staff Council**

**Funding Policy**

Effective Academic Year 2005-2006

Revised 2/2005

- Funding to cover full/part-time staff employees who have completed at least 6 months of satisfactory service. Exceptions may be made on a case by case basis, should funding be available, by decision of the funding committee.
- Preference or priority to be given to the individual who has never received funding for staff development, and or who has made contributions to the college and staff counsel above and beyond his/her regular duties.

Deadline for funding applications are as follows:

<u>Quarter</u>	<u>application deadline</u>	<u>meet &amp; approve</u>
July, August, Sept.	April 15	May 1
Oct., Nov., Dec.	July 15	August 1
Jan., Feb., March	October 15	Nov 1
April, May, June	January 15	February 1

- **Attendance at Individual Workshops:**

- Funding may be provided for conferences, workshops, meetings, or short-term training sessions (not longer than 5 days), which will contribute to the individual's professional development.
- Limited to \$500 maximum. Should funds be available, exceptions may be made on a case by case basis.

- **Job Tools**

Funding may be provided for the purchase of supplies/equipment which will assist individuals in the performance of their jobs. Examples: computer software, accessories, safety equipment, etc. Maximum award \$150.00.

- **Recognition Awards:**

- **Employee of the Year** – One employee of each Unit (01, 03, 08) per quarter will be selected as employees of the year.
  - Employees must be full or part-time employees of Kap CC and have completed at least 6 months of satisfactory service at the time of nomination.
  - Winners are awarded \$50.00 cash, a certificate, and recognition at the annual General Staff Council meeting.