

**Dallas County Community College District**  
**PROFESSIONAL ENHANCEMENT PROGRAM FUND (PEP)**  
**(Formerly Renewal Program Fund – Revised May 14, 2010)**

**GUIDELINES**

The **Professional Enhancement Program Fund (PEP)** was initiated to encourage and support the renewal and professional development of long-term Dallas County Community College District (DCCCD) employees. The program provides financial support for activities enhancing an employee's work in the DCCCD. Funding requests must be for a minimum of \$100.00 and a maximum of \$800.00.

Eligible employees may apply to use Professional Enhancement Program funds for a developmental activity, which may include travel. Examples of such activities include, but are not limited to, workshops, institutes, and conventions. Please be aware that Professional Enhancement Program dollars can not be used for the DCCCD Renewal Week program.

**ELIGIBILITY**

To be eligible an employee must:

- Be currently employed in a full-time faculty, administrator or PSS position.
- Have 10 years of full-time employment with the District prior to the beginning of the proposed activity.

All participants may re-apply for funding **every third academic year**; i.e. an employee originally funded in 2010-2011 is again eligible in 2013-2014.

Priority for approval of individual applications will be based on the frequency of individual prior usage of PEP funds. This means that employees who submit an application for the first time will be given higher consideration than employees who have previously received PEP funds.

**APPLICATION PROCESS**

Employees meeting the above requirements are to complete the **Professional Enhancement Program Fund** application along with a **Professional Leave & Travel Request** and submit both for approval through standard location approval channels. All forms must be thoroughly completed, including all signatures.

Applicants are required to identify the following:

- Purpose
- What professional enhancement is anticipated to be gained, and ;
- How the activity enhancement will be of benefit to both the employee's job performance and the DCCCD.

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Information related to the request, i.e. travel itineraries, registration materials, advance requests, etc. ***must be forwarded with the forms.***

### **APPROVAL PROCESS AND TIMELINE**

Applications to the Professional Enhancement Fund are reviewed by the PEP Review Committee to assure a fair, consistent and accountable approval process. The PEP Review Committee will review requests on an as needed basis. ***Completed, signed applications and copies of travel forms are required for Professional Enhancement Fund dollars and must be received by District Human Resources a minimum of 60 days prior to the start of the proposed professional development activity.***

To encourage participation among all employee groups, funds for the current academic year will be distributed in the following manner:

**Administrators – 20%**

**Faculty – 50%**

**Professional Support Staff – 30%**

On June 1, as the end of each fiscal year approaches, funds remaining in the three employee funds listed above will be “co-mingled” in hopes of accommodating employees who signed up on a “wait” basis, based on cancellations.

### **ACTIVITY FOLLOW-UP**

In order to continue to maintain this program as a non-taxable activity to the employee, and so that renewal funding will not be confused with salary on your annual W-2 form, it is imperative that the **Post-Project Evaluation Form** be completed and returned within ***ten (10) days*** following the activity. Non-return of the evaluation form may also influence future funding approval. Completed forms are required for auditing purposes.

Fund recipients attending programs that could be beneficial and of interest to other district employees may be asked to share their program experience at a future date. Your consideration of a workshop or similar style presentation is appreciated.