

SOJC Staff Support (OAs/Classified Staff)

07.13.2018

Below outlines the support available to SOJC Staff (OAs and classified employees). A pooled account has been created to support SOJC staff. This combines previous supported expenses covered by ASA funds and other funds set aside for classified staff. Practices below will be review periodically.

Professional Development (Travel)

Based on funds available, the SOJC currently offers full-time staff members up to \$2,500 for professional development. This is approved via the travel request process. It must have the employee's manager approval before being approved by the Associate Dean for Administration and Finance (or approved designee) for all staff requests.

Considerations for approval include:

1. Value of professional development to position
2. Impact of professional development to the SOJC community
3. Length of time in position

Not all requests are automatically approved. The overall cost of the professional development is evaluated with the impact it will provided to the SOJC. If an employee departure is announced, this changes the business purpose and requires the approval to be reevaluated.

Professional Development/Position Support

Not all professional development requires travel. There are opportunities on campus, webinars, and other resources available to support staff. Likewise, some positions require specific support that is not typical or routine. These requests will be supported via the SOJC Staff Support account. Request must first be approved by the employee's manager and then forwarded to the Associate Dean for Administration and Finance (or approved designee) for final approval. This practice will be evaluated after 6 months as funds available are limited.

Equipment

To support the equipment needs of departments and staff, all full-time members have a primary device and it is replaced on a regular schedule according to that policy. Department computers, such as those that are used for student workers, are also replace on a routine schedule by computers previously used elsewhere in the SOJC (e.g., lab computers or returned laptops).

For additional devices already in use, the SOJC IT Director will vet the business purpose. Once approved, these devices will be put on a list and replaced on a regular schedule (similar to primary devices above). Periodic review of the business purpose on additional devices will be conducted.

For new requests of additional devices, monitors, mouse, accessories, cables, adaptors, etc., request must first be approved by the employee's manager and then forwarded to the Associate Dean for Administration and Finance (or approved designee) for final approval. This practice will be evaluated after 6 months as funds available are limited.

Membership/Subscriptions

SOJC's memberships and subscriptions are typically consistent from year-to-year. Current expenses in this area will be budgeted from a central index. If a change is required, it will be handled via the budget build process with a manager submitting a request.