

**HEALTH CARE FOR THE HOMELESS
P&P CHAPTER THREE - HUMAN RESOURCES(HR)**

Professional Development

PURPOSE: Health Care for the Homeless (HCH) values and encourages professional development. Many disciplines at HCH require licensure, certification and/or ongoing education and training. Fees associated with professional licenses *are above and beyond* the staff member's annual professional development allotment and are therefore not deducted from the professional development funds delineated below. The purpose of this procedure is to provide the guidelines under which staff members may receive reimbursement and work time to complete professional development activities and other licensure activities appropriate to their function.

PROCEDURE:

Eligibility

Professional development funds and time are provided for all staff members regardless of job function and hours worked. General guidelines are:

1. The staff member attends an event or program related to their current or future job, or
2. Applies for licensure/certification related to their function at HCH, or
3. Pays dues to a professional organization related to their job function, or
4. Purchases books or other media which support their job function.
5. The staff member completes the required paperwork to request professional development (see below).
The request is approved by the staff member's supervisor and the Senior Director of Human Resources.

Amount of Reimbursement

The amount of funds that may be used for professional development are related to the job functions performed. Some jobs require more professional expenditures than others. The chart below provides guidance to staff members and their supervisors. Professional development funds are pro-rated per FTE, i.e. a staff member who works for HCH one day per week would receive 20% of the total available to a full-time staff member.

Job Functions	Professional Development Funds (annually)
Physicians, Dentists and Chiefs	\$3,000
Nurse Practitioners, Physician Assistants and Directors	\$2,000
Other staff that have CME/CEU requirements	\$1,000
All others	\$600

Occasionally HCH may require a staff member to attend training in order to meet grant requirements, comply with applicable laws, etc. When the staff member is required to attend by the agency, related costs will not be deducted from an individual's professional development allocation.

Professional Development funds may be used for a variety of purposes. These include, but are not limited to, the following:

- Taking courses or seminars during work hours with or without CME/CEU credit (Related travel expenses are deducted from annual professional development funds for each staff member).
- Purchasing books or other media related to an HCH job function.
- Paying dues to professional organizations.

Time Away from Work

Many Professional Development activities such as conferences and seminars require the staff member to be away from their job. Subject to the limitations explained below, staff members are not required to use leave for those activities which meet the requirements outlined in this policy and which have been approved by their supervisor.

The maximum amount of time that may be used by an individual staff member for professional development activities during any calendar year is 5 days. In order to ensure the ongoing provision of services to our clients without creating undue burdens on fellow team members, time away from work for professional development must be approved by the supervisor. Permission may be denied in cases where coverage of services is an issue.

From time to time, HCH staff members are invited to speak at conferences and seminars. A staff member may use a maximum of 5 days per calendar year for this purpose, but in no case may the number of days exceed those required to participate in the activity. Each occurrence must be authorized by the staff member’s supervisor. Permission may be denied where coverage of services is an issue. Any expenses related to such presentations should be covered by the host organization. If HCH is required to cover any costs associated with such events, these expenses must be approved by the President and CEO.

In order to better manage professional development activities, employees should utilize the “Professional Development” code on their time sheets.

Procedure for Reimbursement:

Good financial practices make it preferable that Professional Development expenses that are eligible for reimbursement be paid directly by HCH. The following forms should be prepared and given to the Senior Director of Human Resources:

1. Request for Professional Development form. This form should be completed and signed by the requestor and her/his supervisor.
2. Check request form. This form should be completed and signed by the requestor and her/his supervisor.
3. Attach any registration, order or application forms to document the nature and cost of the expense.

If the expense has already been incurred, reimbursement may still be requested using the same documents.

Once these forms have been processed in Human Resources, they will be turned over to the Finance team for payment processing.

Health Care for the Homeless reserves the right to modify or terminate this benefit at any time.

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Staff Name: Ashley Handwerk