



Professional Development Policy

Implementation Date for 8/9/23 revisions: 9/13/2023

Objective

The purpose of this policy is to provide TGH employees with professional development (PD) opportunities that increase their skills and enhance their contributions to the organization. An employee's work performance is vital to the success of TGH. Providing professional development to our employees is an investment in their careers and our organization's future.

Eligibility

All regular employees are eligible for professional development approved by TGH.

Eligible Expenses

In consultation with their manager, it is the employee's responsibility to seek out the courses and other training mediums that will enhance their career development and are in line with the organization's mission. Professional development can be obtained through attendance at seminars, educational courses or webinars, coaching, and degree programs that will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.

Membership fees to professional organizations, subscriptions for scholarly journals, books and computer-based resources are also included. Organization-wide memberships, subscriptions, and other materials are NOT included in an individual's professional development expenses. Travel costs will be covered by TGH, within reason, but do NOT count towards your \$3,500 annual PD costs. The cost of the event/training itself counts toward the \$3,500 limit.

Procedure

Employees must request permission from their immediate supervisor for review and written approval via email to attend and to receive reimbursement for a desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and the name of the institution or source of training. The Director of Finance should be copied on the approval email from the supervisor.

Payment/Reimbursement

TGH will pay for professional development using the employee's designated [Rippling Spend TGH credit card](#). However, if the employee pays with their own money, the employee must provide documentation to support completion and payment to receive reimbursement. To receive reimbursement for any professional development expenses paid with their own money, the employee must submit their reimbursement request through the [Rippling Spend Management](#) portal within 15 days of payment. Separately, any receipts for subscriptions, membership dues or other similar expenses should be submitted within 15 days of payment to Katie Padmore at katie@techgoeshome.org. TGH assumes employees will satisfactorily complete training and/or coursework.

TGH will cover \$3,500 per calendar year. The \$3,500 will be allocated to the calendar year that the professional development services or goods are incurred or received. *(Example, if an employee is registering in November 2023 for a PD opportunity happening in February 2024, that dollar amount will be used towards the 2024 PD allocation.)* If there are opportunities that would bring an employee's yearly total above \$3,500, written permission from the department head is required. The amount does not roll into the next calendar year; it is forfeited if not used.

Source:

<https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/professionaldevelopmentreimbursementpolicy.aspx>