

## Application for Staff Development Funds

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Union       AFSCME    MAPE       Commissioner's Plan

Title, Location, Date and Time of Class/Conference/Workshop/Meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How is this related to staff development needs? (Give detailed response):

Is this activity assigned as part of your job by your supervisor? \_\_Y \_\_N

FUNDS REQUESTED:	Registration Fee _____	Lodging _____
	Tuition _____	Meals as <b>per contract</b>
	Transportation: _____	_____ Breakfast   \$ _____
	<input type="checkbox"/> Air _____	_____ Lunch       \$ _____
	<input type="checkbox"/> Rental Car _____	_____ Dinner       \$ _____
	<input type="checkbox"/> Private Car _____@/mile_____	
		Total           \$ _____

Books: \_\_\_\_\_

Other: (Specify) \_\_\_\_\_

**Reminder: Include documentation with this application form.**

TOTAL REQUESTED: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE: If the requested activity includes travel and time away from work, employees are responsible for securing approval for release time and financial arrangements through the Professional Leave, Travel Requests and Reimbursements policies. Information on these policies is available in the Employee Handbook. The Committee approval of the use of funds does not constitute supervisory approval nor by-pass normal purchasing procedures.**

### Action Taken:

Approved  
\_\_\_\_\_ Amount                      \_\_\_\_\_ Committee Chair                      \_\_\_\_\_ Committee Signature

Not Approved  
Rationale: \_\_\_\_\_ Committee Signature                      \_\_\_\_\_ Committee Signature  
\_\_\_\_\_  
\_\_\_\_\_

## Staff Development Fund Procedures:

The Staff Development funds are administered by a committee made up of bargaining unit representatives. The total annual discretionary fund provided by the college is \$8000.00 per fiscal year.

### 1. Employee Eligibility requirements:

- ◆ AFSCME and MAPE bargaining units and Commissioner's Plan
- ◆ Unlimited status - not temporary and have completed their probationary (or 1 year)
- ◆ FT or PT – at least 50% FTE including 50% seasonal employment

### 2. Criteria:

- ◆ **Applications will be denied if there are any items paid in advance of this application, as reimbursements are not allowed.**
- ◆ Employees may request funds for course work (tuition, books, fees) conferences, workshops, etc including related travel expenses, professionally related books or other media used in the employee's field.
- ◆ Employees may receive a maximum of \$600 per fiscal year. After May 15 of each year, the amount granted may be exceeded if there is a fund balance.
- ◆ If there are more requests than dollars available, individuals who have not accessed the funds in the prior year will be given priority
- ◆ The activity being funded must occur within the fiscal year of the request.
- ◆ Funds will be denied if the activity has been assigned by the supervisor or department. The funds are not to substitute for departmental funds, but may compliment such funding.

### 3. Application Procedures:

- ◆ All requests must be pre-approved and will be denied after the fact.
- ◆ Eligible employees complete the form and submit it to the Committee Chair: Sherri Johnson, Student Services, Office S1925. Forms are available on the LSC Human Resource website at [www.lsc.edu/Human Resources/index/cfm](http://www.lsc.edu/Human Resources/index/cfm)
- ◆ Application must include documentation of the conference to be attended, fee statements of courses to be reimbursed, books required, etc.
- ◆ The chair is responsible to review the application for completeness and confer with other committee members for approval.
- ◆ Employees will be notified of the approval/denial within 10 working days of application.
- ◆ Employees will be requested to complete a feedback form when training/course is complete.

### 4. Purchasing / Payment Procedures:

- ◆ Contact Holly Valentine in Purchasing to set up a purchase order.
- ◆ If you fail to complete the course work, it is your responsibility to reimburse the staff Development funds.