

PROFESSIONAL DEVELOPMENT FUNDS

For Classified Employees

Guidelines

Minnesota State University, Mankato promotes employee training and development by providing employees with the time and resources to facilitate their learning and professional growth. Professional development funds are one resource to help accomplish that goal. If you have any questions about this development fund, please contact Pat Davis at ext. 2721 or JoAnn Scholtz at ext. 2464.

To inquire on other training and professional development opportunities, please visit our Human Resources website at www.mnsu.edu/humanres/profdev.

WHAT IS COVERED?

Employee costs associated with professional development course work, professional association memberships, conferences and workshops. Travel, meals, books, software and/or other professional development materials may be covered; however, they are subject to the provisions of applicable contracts or plans.

Please note: Job required events or activities, as determined by the supervisor and Human Resources, are to be covered by departmental funds. Professional development funds are for the individual growth and development of our classified employees.

WHO IS ELIGIBLE?

All permanent AFSCME, MMA, MAPE, MGEC, MNA, Managerial Plan and Commissioners Plan employees are eligible. Employees must be in permanent status at time of application. While employees serving in temporary, emergency or probationary positions are not eligible for professional development funds, they are encouraged to participate in campus-wide staff development activities. Interim positions will be considered on an individual basis depending on his/her employment status. Applicants can only receive one award per year.

WHO APPROVES THE REQUESTS?

The Professional Development Committee will review applications and submit recommendations to the Director of Human Resources. Approval is contingent upon the availability of funds. Applicants will be notified of award decisions through email.

HOW MUCH IS AVAILABLE?

The Professional Development Committee has \$10,000 of available funds for each fiscal year, with a maximum award amount of \$400 per recipient. Funds will be allotted to each of the three periods as listed in the table below. In the event not all funds are awarded in a given period, any remaining balance will roll to the next period. Please note these dollar amounts are subject to change during fiscal years, depending on the availability of funds.

Please note: The Committee will accept application materials for qualifying professional development activities that have been completed and not yet reimbursed for the current fiscal year award periods, as noted below.

WHAT ARE THE AWARD PERIODS & RESPECTIVE APPLICATION DEADLINES?

Award Period	Application Due Date	Available Funds
July 1 to October 31	July 15.....	\$3,000
November 1 to February 28	November 15	\$3,000 (Subject to change depending on availability of funds)
March 1 to June 30	March 15	\$4,000 (Subject to change depending on availability of funds)

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WHAT IS THE APPLICATION PROCESS?

- ❖ **STEP 1** Complete the application form, available on the Human Resources website
- ❖ **STEP 2** Obtain approval and signature of your supervisor
- ❖ **STEP 3** Submit a completed application form and all required attachments to the Professional Development Committee, c/o Lori Lamb, Director of Human Resources, WA 336, by application due date
- ❖ **STEP 4** Upon final approval of the request:
 - Employee must register for the event, enroll in a course(s), and pay all applicable costs. (Purchase orders and travel advances should not be used to cover these expenses.)
 - Employee must submit an Employee Expense Report, along with all required documents (<http://www.mnsu.edu/busoff/travel/index.html>) to Human Resources for signature approval and cost center identification.

NOTE: TAX LAW – Please note that as of July 1, 2005 any expense report that is submitted 60 days past the time the event occurred for reimbursement becomes taxable for federal, state, FICA, and Medicare; and withholding tax must be taken.

WHAT IS THE AWARD SELECTION PROCESS?

During the fiscal year, awards will be distributed based on the number of qualifying application requests and available funds. Priority of fund allocation will be as follows:

1. Consideration will be given to fully completed applications received by 5:00 p.m. on the required application due date. Incomplete and late applications will not be considered for an award.
2. Employee must fall within one of the development fund applicable bargaining units, i.e. AFSCME, MMA, MAPE, MGEC, MNA, Managerial Plan and Commissioners Plan.
3. Activity or event is applicable to the professional development of employee and/or University, i.e. course work, association memberships, conferences, and workshops.
4. Permanent employees ON PAYROLL prior to July 1 of the current fiscal year who have not received funding in CURRENT fiscal year.
5. Permanent employees ON PAYROLL prior to July 1 of the current fiscal year who have not received funding in PRIOR fiscal year.

NOTE: If the number of applicants exceeds the available fund amount and the above factors have been exhausted, award consideration will be based upon state seniority.

All individuals receiving an award must be employed with Minnesota State University, Mankato during the approved award period. Applicants can only receive one award per fiscal year.