

APPLICATION

Funded Professional Incentive Program for Exempt/Technical Employees

The original application must be signed by (1) the Applicant, and then (2) by the employee's immediate supervisor. The form will then be forwarded to the VP, Administrative Services.

(Fields in the application that are shaded grey must be completed).

<u>Applicant Name</u>		<u>Department</u>		<u>Date of Application</u>	
<u>Dates of Travel</u>	Departure: _____	<u>Destination:</u>	_____		
	Return: _____	<u>Activity Title:</u>	_____		
<u>Mileage</u>	From/To: _____	_____	x 0.40/mile	<u>Total</u>	\$0.00
		Number of Miles	Per diem	_____	
<u>Airline</u>	From/To: _____	_____			\$0.00
		Airfare		_____	
<u>Meals</u>	Departure Date	\$15.00	x	_____ day	\$0.00
	Full/Overnight Date of Travel	\$30.00	x	_____ days	\$0.00
	Return Date	\$15.00	x	_____ day	\$0.00
				<i>Total Meal Expense</i>	\$0.00
<u>Lodging</u>	_____	_____	_____ /night		\$0.00
	Hotel Name	# of Nights	Room rate plus tax	_____	
	_____			_____	
	Hotel Phone Number			_____	
<u>Other Expenses (explain) ****Receipts Required*****</u>	(conference fees, airport parking, shuttle, baggage fees, etc.)				
	_____				\$0.00
	_____				\$0.00
	_____				\$0.00
<u>Other Funding Sources</u>	Will other* funding sources apply to the total cost of the travel?				
	(*scholarships, outside agencies, college dept.) _____				
	No		Yes		
	_____				\$
	If yes, provide explanation and how much?				
<u>Total Professional Incentive Funds Requested</u>					\$0.00

1. Specifically describe the activity. (Attach sheet and/or brochure, if available).

[Blank area for describing the activity]

2. Rationale for the request. Describe how the activity for which funding is requested is directly related to your job and to your professional development plan. How will it result in value to the applicant, to the College. (Attach sheet if necessary)

[Blank area for rationale]

3. Have you reviewed the attached procedures and guidelines for funded the Professional Incentive Program?

Yes No

4. Signature of Applicant: _____ Date: _____

5. Acknowledgement by the direct supervisor:

- Proposal: Meets guidelines
- Does not meet guidelines
- Falls within professional development plan
- Does not fall within professional plan

Signature of Direct Supervisor: _____ Date: _____

PLEASE ATTACH ANY SUPPORTING DATA

For Professional Incentive Committee Use

Amount approved \$ _____ Date _____

Signature: VP, Administrative Services _____ Date _____

One copy of the approved application will be sent to the VP, Administrative Services office for processing; one copy will be placed in the Professional Incentive file in the Administrative Services Office; and one copy will be placed in the exempt/technical employee's personnel file.

PROFESSIONAL INCENTIVE FUNDS FOR EXEMPT/TECHNICAL STAFF PROCEDURES AND GUIDELINES

The Board of Education shall provide a fixed sum of money in the General Fund budget designated for exempt/technical staff professional incentive.

Appropriations from the Professional Incentive Fund are to be consistent with the College's stated goals and conducive to the professional growth of the exempt/technical staff.

The Office of Administrative Services will review requests; decisions will be made based on available funding and established guidelines as listed below:

The College will potentially benefit from the activity.

The activity would be designed to improve the employee's ability to do his/her job.

However, the determination of whether or not the application meets the qualifying criteria shall be within the sole discretion of the President or assigned designee.

Eligibility

Applicant must apply through approved procedures and be recommended for approval by their immediate supervisor to be considered eligible.

Each applicant must apply individually using the most current travel procedures and forms.

Application Review Criteria

The activity or workshop should relate to the applicant's responsibility at the College.

The cost/benefit ratio will also be considered. Activities or workshops having higher costs may not be fully funded unless in the judgment of the VP, Administrative Services, the benefit is great enough to justify these costs.

Preference will be given to those applicants who have not received recent funding.

Activity Limitations

Any change proposed for an activity, following approval, must be re-submitted to the committee for consideration. Unused funds as a result of training changes or non-completion of training are to be returned to the fund.

Allocation of Funds

Due to the limitation of funds, an effort will be made to allocate funds throughout the year on a basis that retains some funding for Spring Term.

Registration, travel, meals and lodging are all reimbursable costs. Financial support will be determined on the basis of these costs.

The VP, Administrative Services has the option to fully fund or partially fund any application.

Application Procedure

All proposals should be submitted on the standard application form available online on the staff web under forms.

All applications must be completely filled out, signed by the applicant and their immediate supervisor prior to submission to the VP, Administrative Services.

Whenever possible, applications should be submitted at least 10 days prior to the proposed activity to allow sufficient time to review the application and for travel arrangements to be made, including submission of a RaPS request.

Provide the following documentation as necessary:

Attach a copy of brochures, flyers or any information provided by the workshop/ activity sponsor.

Fill out the application specifically describing the activity and briefly indicate the area of focus. Describe how the activity is directly related to the applicants Professional Development Plan. How might it result in value to the applicant and to the College?

Revised 06/19/19