

# POLICY FOR PROFESSIONAL DEVELOPMENT GRANTS

*Revised, October 2007*

The College of Saint Benedict has an active concern for the professional development of its administrative staff. The College intends to assist administrative staff members to keep abreast of developments and trends in her/his area of responsibility and to acquire new skills and knowledge that are directly applicable to one's area of responsibility or future responsibility. The College encourages administrative staff to seek out appropriate professional development opportunities and has set up an annual fund to help make this possible. Grants will be considered on a monthly basis by a committee made up of elected peers, one from each administrative area. Professional development grants will fund the following: Administrative Development, Paid Professional Leave, and Part-time Study (with full time work schedule).

## I. Administrative Development

**AMOUNT:** up to \$1200

A. All full-time benefits eligible members of the administrative staff who are paid by CSB and have been employed by CSB for at least 6 months are encouraged to submit applications requesting support for Administrative Development activities, which are not covered by department funding. Such activities could include but would not be limited to participation in conferences, workshops, or consultations that are likely to improve ones professional skills.

B. Guidelines:

1. Support from this fund cannot be used to relieve departments of their responsibility to provide for the professional development of its members. It is intended to supplement available resources so as to provide increased opportunities for more staff members.
2. This fund is not intended to pay for *training* that is required in order to do one's work, such as training for software that is being used within the department.
3. This fund cannot be used to support regular attendance at professional meetings. These events should be funded as part of a department's regular budgetary activities.
4. Members of the administrative staff may receive **any number** of funded grants per fiscal year and a total maximum amount of **\$1200.00** funding per fiscal year.
5. Priority will be given to those applicants who have not been funded in the past.
6. Successful applications will demonstrate the opportunity to acquire new skills and knowledge that are directly applicable to one's area of responsibility, and which hold promise of enhancing one's job performance.

C. Application Process

1. All requests for administrative development funds can be submitted through the on-line application form to the Professional Development Committee according to the dates established by the committee. Application must include copies of descriptive marketing materials describing the activity.
2. A completed application package must be approved and signed by both the supervisor and the VP level executive in charge of the applicant's administrative area *before* being submitted to the committee.

3. The Professional Development Committee will review the requests (according to the guidelines listed above) and respond in writing within 2 weeks of the committee's review of application.
4. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs.
5. The President reserves the right to reject any application.
6. Notification of grants may be made public to the campus community (via Connections, e-mail, etc.)
7. All applicants will receive written notice from the committee regarding the final status of the application. If the request is approved, reimbursement and other financial transactions will be processed through the College of Saint Benedict Staff Accountant.

## **II. Paid Professional Leave**

***AMOUNT:** compensation up to 90% salary for 4-month or, if leave is longer than 4-months, compensation equivalent to 4-months @ 90% distributed over leave (i.e. 8-months at 45% compensation)*

A. All full time benefits eligible members of the administrative staff who are paid by CSB and have been employed for 6 consecutive years are encouraged to submit applications requesting support for Paid Professional Leave that has previously been approved and granted by the supervisor and VP level executive in charge. Such grants will be made in order that the employee can work toward completion of a degree or program that adds an administrative service, which the administration has approved.

### **B. Guidelines:**

1. Applications should be submitted only after details about workload and/or replacement have been resolved at the highest level.
2. Employee will agree in writing to remain working for the College for at least one (1) year after returning to work, or will repay the funds used.
3. Other employment while on leave is restricted to work related to the completion of the program and may not, when added to the paid leave funds, exceed the applicant's regular salary.
4. Successful applications are contingent upon the anticipated balance of the Professional Development Fund.
5. Successful applications will demonstrate the need of the individual to take time out to complete a degree or program that adds an administrative service, which the administration has approved.

### **C. Application Process:**

1. All requests for Paid Professional Leave funds can be submitted through the on-line application form to the Professional Development Committee according to the dates established by the committee.
2. The application will be initiated jointly by both the staff member and the supervisor. Submission of a signed application is an indication that all arrangements for covering the workload of the applicant have been made and approved by the Vice President.
3. The application must include an outline of the plan, including the cost of the reimbursement, the benefits to the college and the applicant, the activities, and a time line.

4. Additional Paid Professional Leave will only be considered after another six (6) year period of employment.
5. The Professional Development Committee will review the requests (according to the criteria listed below) and respond in writing within 2 weeks of the committee's review of application.
6. The staff member is honor bound not to accept any other employment, which might interfere with the proposed leave plan. However, employment compatible with the leave may be assumed if total compensation (college and outside source) does not exceed one hundred percent (100%) of the staff member's regular salary.
7. The staff member continues to participate fully in all benefit programs for which s/he is eligible; the college will continue its matching contributions. Arrangements regarding social security and income tax deductions are made through the Business Office in a manner satisfying the laws.
8. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs. If appropriate, application should include descriptive marketing materials outlining classes, program, and institution.
9. The President reserves the right to reject any application.
10. All applicants will receive written notice from the committee regarding the final status of their application. If the request is approved, arrangements will be made with the payroll office through the assistant controller.

### **III Part Time Study (with full time work schedule)**

***AMOUNT:** one half of tuition/fees/books up to \$700 per term; maximum amount of funding per fiscal year is three (3) terms.*

A. All full time, benefits eligible members of the administrative staff who are paid by CSB and have been employed for at least two (2) years are encouraged to submit for consideration reimbursement for graduate school course work that adds an administrative service or develops an employee's expertise.

#### **B. Guidelines:**

1. Applications should be submitted at least 1 month prior to taking the course.
2. If approved, reimbursement will only be made after submission of an official transcript documenting completion of the course with at least a grade of "B" or better, and a receipt for fees paid. (An "official" transcript is one which is specially ordered from the Registrar of the school, and is a listing of completed course work and grades, and also with an official stamp or seal of some kind indicating that it is an "official" record.)
3. Employee will agree in writing to continue working for the College for at least one (1) year after completion of the course, or will repay the funds used.
4. Applicant agrees to take the course on his or her own time, and will continue working a full time schedule.

#### **C. Application Process:**

1. All requests for Part Time Study funds can be submitted through the on-line application form to the Professional Development Committee according to the dates established by the committee.
2. A completed application package will be approved and signed by both the supervisor and the VP level executive in charge of the applicant's administrative area *before* being submitted to the committee.

3. The Professional Development Committee will review the requests (according to the criteria listed below) and respond in writing within 2 weeks of the committee's review of application.
4. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs. Application should include copies of descriptive marketing materials outlining class, program, and institution.
5. The President reserves the right to reject any application.
6. All applicants will receive written notice from the committee regarding the final status of their application. If the request is approved, arrangements will be made with the payroll office through the College of Saint Benedict Staff Accountant.