



## **Guidelines for VSC-UP Professional Development Funds Lyndon State College**

### **BACKGROUND**

As outlined in Article 29 of the VSC-UP PAT and SUP Bargaining Unit Agreements, funds will be set aside for professional development activities of bargaining unit members. See the relevant *VSC-UP Agreement* for details.

### **PURPOSE**

Any bargaining unit member may apply for funding to be used for a variety of professional development efforts. These may include:

- Registration costs and travel expenses to attend off-campus conferences, workshops, seminars, etc., relevant to their profession.
- Tuition or registration costs to attend courses at a non-VSC college.
- Purchase of books or other materials related to a course.

### **PROCEDURAL GUIDELINES**

- Employees seeking professional development funds must complete the *VSC-UP Professional Development Funds Application* and, with the approval of the employee's supervisor, submit the application to a member of the VSC-UP Professional Development Committee. (See below for a list of committee members.)
- The committee will review requests on a rolling basis, as soon as possible after applications are received.
- Recommendations for funding will then be passed on to the president for final approval.
- The president will notify the committee of the final decision.
- The committee will notify the employee of the funding decision.
- As outlined in Article 29, the president may deny a recommendation after considering the merits of the application. Should the president, or his or her designee, deny or modify the request, he or she will set forth the reasons in writing to the employee and the Union.

### **FUNDING GUIDELINES**

- Awards may cover all or part of actual costs associated with professional development activities. Employees may supplement the award by providing personal funds or funds from other sources.
- An individual may receive more than one award per year; however, the total amount of awards will not exceed \$1,500 per individual within a fiscal year, or \$3,000 over three consecutive years.
- If an individual receives \$3,000 over a three-year period, they will not be eligible for an award in the following (fourth) year.
- Total funding for individuals attending the same conference will not exceed \$2,000, regardless of the number of applicants/attendees.

- Depending on the availability of funds, requests for reimbursement for professional development previously denied or not fully funded may be reconsidered at the June committee meeting. Applications for reimbursement must include all related receipts. The committee will send out a notice 10 days before the June deadline informing the members that funds are available.

### **REIMBURSEMENT/DISBURSEMENT GUIDELINES**

It is the employee's responsibility to make travel arrangements and to submit the necessary paperwork to the college business office, once the notification of funds has been received. Questions on reimbursement/disbursement should be directed to the business office.

*The guidelines outlined above are intended to provide general information and guidance. Specific questions should be directed to the committee members.*

### **COMMITTEE MEMBERS**

Tess Conant  
Lori Drew  
Sandy Franz  
Naomi Gallagher  
Kate Gold  
Loren Loomis Hubbell

**Rev. 9/30/15**