

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE AFSCME PROFESSIONAL DEVELOPMENT FUNDS

I. USE OF FUNDS

- A. Designated funds may be awarded for, but not limited to:
 - 1. Workshops – must be professional related (on or off campus)
 - 2. Conferences – agenda must include trainings sessions that are professionally relevant
 - 3. Industry-sponsored training events
 - 4. College courses
 - 5. Books required for approved staff development activities. Books will be used for reference by person requesting the funds.
 - 6. On-Campus Speakers/Workshops (must be approved by the Executive Director of Administrative Services)
 - 7. Other relevant professional development activities.
- B. Amount awarded for each request is determined by the AFSCME Professional Development representative or full AFSCME Professional Development Committee (requests over \$250). A maximum has not been established.

II. SUBMISSION OF APPLICATIONS

- A. All applications shall be submitted to the campus AFSCME Professional Development representative.
- B. Agenda, when applicable, is to accompany the application.
- C. All applications over \$250 shall be submitted 10 days prior to scheduled AFSCME Professional Development committee meeting. (First Monday of each month)
- C. All applications shall be accompanied by an approved Request for Absence from Duty form.

III. APPLICATION REVIEW AND SELECTION

- A. Upon receiving the application and approved Request for Absence from Duty form, the AFSCME Professional Development Committee representatives shall review applications and make decisions for approval or denial for applications up to \$250.
- B. For applications over \$250, the AFSCME Professional Development Committee will meet to review and make decisions for approval or denial.

IV. FOLLOW-UP

Once use of professional development funds has been approved by the Committee, the employee is responsible to complete the respective process for use of the funds and charge back to the respective cost center.

- A. Purchase Order
 - a. Electronic – Employee completes and submits in the ISRS System.
 - b. Paper – Employee completes and forwards to Executive Director of Administrative Services for approval.
- B. Procurement Card – Employee charges expenditures to a college procurement card and inputs the respective cost center. The pending transaction will be electronically submitted to the Executive Director of Administrative Services for approval.
- C. Employee Expense Reimbursement – Employee completes the employee expense reimbursement form and forwards to the Executive Director of Administrative Services for approval.
- D. Share your new knowledge/skills/attitudes with your colleagues at the earliest opportunity.

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
APPLICATION FOR
AFSCME PROFESSIONAL DEVELOPMENT FUNDS

NAME: _____

DEPARTMENT: _____

DATE: _____

NOTE: Attach a copy of approved Request for Absence from Duty to this application. (Request may have been approved contingent upon receipt of AFSCME funds.)

Description of Activity: (Include topic, format [e.g., course, workshop]. Attach agenda/flyer, etc., if available.)

Location: _____

Date(s) involved: _____

Professional Objectives: (How will this benefit you, the students, your area, and/or the college?)

Total amount requested from AFSCME Professional Development: \$ _____

- EGF Cost Center: 163822
- TRF Cost Center: 116057

To be completed by AFSCME Professional Development Committee Representative.

Date received: _____

_____ Approved Amount approved: \$ _____

_____ Approved, contingent upon approval of Request for Absence.
Amount approved: \$ _____

_____ Denied Reason, if denied: _____

AFSCME Professional Development Committee Representative

If for some reason you do NOT attend this activity, inform the AFSCME Professional Development Committee Representative as soon as possible.