

Appendix B-7 **Pro-Tech Professional Development Fund Guidelines**

Eligibility

All non-probationary full-time employees are eligible for this benefit. Less than full-time non-probationary employees are eligible on a prorated basis, as determined by their benefit eligibility factor (BEF) in effect at the time of their request for reimbursement.

Reimbursement Amounts and Limitations

Each year, the Pro-Tech Professional Development Fund will be credited with \$12,500, with \$9,000 reserved for tuition reimbursement. Reimbursement of Professional Development Funds to individuals will be on a first come/first serve basis as follows:

1. **For Tuition** - \$750 dollars per semester/term not to exceed \$1,500 per fiscal year (less than full-time employees prorated, based on BEF) may be used to reimburse tuition and registration fees for classes at accredited institutions, provided a grade of “C” or better is earned in undergraduate classes and “B” or better is earned in graduate classes (for doctorate level programs without grading systems, proof of satisfactory course completion is required). All other expense such as books and other supplies related to the class are not eligible for reimbursement. Reimbursement will be charged to the fiscal year in which the class was completed.
2. **For Conferences and Workshops** – Not to exceed \$400 per fiscal year (less than full-time employees prorated, based on BEF) for registration fees and travel costs, such as mileage, hotel and food expenses. The conference/workshop must be deemed beneficial to the employee in his/her current position by his/her immediate supervisor. Reimbursement will be charged to the fiscal year in which the conference/workshop was attended. This funding may only be used to supplement, not replace departmental or divisional funds.
3. **Maximum Annual Professional Development Reimbursement Amount** – The maximum reimbursement for tuition and conference/workshops combined cannot exceed \$1,500 per employee per fiscal year.

Reimbursement Process

The proper reimbursement form must be submitted to Human Resources.

1. **Tuition Reimbursement Form** – This form must be submitted to Human Resources within 30 days of class completion with all relevant billing statements, receipts and final grade reports attached. Failure to submit this form within 30 days of class completion may result in denial of reimbursement.

2. **Conference/Workshop Reimbursement Form** – This form must be submitted within 30 days of attendance at the Conference/Workshop with all relevant billing statements and receipts attached. The immediate supervisor must complete and sign his/her section of the form prior to submission to Human Resources. Failure to submit this form within 30 days of attendance at the conference/workshop may result in denial of reimbursement.

General Information

1. The Compensation and Benefits Administrator will provide a report to the Pro-Tech President upon request, and will send the Pro-Tech President a final report each fiscal year after closing out the account.
2. **Utilizing unexpended funds at year end.** Funds remaining at the end of the fiscal year will be distributed to employees whose expenses exceeded the original allocation. The payout of unexpended funds will be prorated, based on each employee's unmet expenses (any unexpended funds provided to less than full-time employees will be prorated, determined by their BEF). Distribution of unused funds will be paid in the following order:
 - a. Unexpended funds will first be distributed among employees that have unmet tuition needs.
 - b. If funds remain after meeting all unmet tuition needs, then unreimbursed conference/workshop expenses incurred by the employee will be further expended.
3. Unused funds will not roll over into the next fiscal year.
4. Employees shall not be reimbursed for expenses that are covered by other sources, such as grants, scholarships, or other reimbursement provisions. Total reimbursement from all sources shall not exceed the total actual expense.

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