**Application for CEHD CS/BU Professional Development Funds (Guidelines)**

Awards of up to $500 annually can be applied for to assist CS/BU staff to advance their knowledge and skills. All CEHD CS/BU staff are eligible to apply; awards will be prorated for staff who work less than 75% time.

**These funds MAY be used for:**

- Non-credit course or workshop registration fees; formal coursework and/or conferences or other facilitated learning opportunities
- Association dues (e.g. AMA, APA, NASW, NLA, etc.)
- Certification tests (e.g. TCE, RNC, etc.)
- Student preparation tests (e.g. GRE, MCAT, LSAT, GMAT, etc.)
- Books, software (e.g. Adobe, Microsoft Office, etc.)
- Hardware (e.g. Camera, Digital recorder, Audio Recorder, etc.)
- Other related items aligned with professional development

**These funds MAY NOT be used for:**

- Travel (Tickets, Hotels, Car rentals, Mileage)
- Hardware (Laptops, PCs, iPads, Kindle, Nook, Tablets, etc.)
- Paid Time Off (e.g. Compensation for time to attend conference/workshop/training)
- Ergonomic Accommodations (e.g. Keyboard, Chair, Computer Screen, Ergonomic station, etc.)
- Other non-professional development items

The CSC reviews all professional development fund requests (applications) to ensure that the request (application) meets the Board of Regents principles listed below.

- In support of a culture of excellence, the University is committed to providing its employees opportunities to participate in professional development, education, and training activities, **consistent with managing the responsibilities and needs of the unit.**
- The University and University employees share responsibility for continued learning and development **appropriate to work duties AND for the pursuit of individual, unit, and institutional success.**
- The University is committed to providing a regular program of relevant, accessible, and affordable opportunities for employees to develop knowledge, skills, and abilities to **support position competences, management responsibilities, and leadership roles.**

**Application Process**

To apply for professional development funds, this application **MUST** be submitted at least one (1) month prior to the start of the course and/or the purchase of books or other materials.

The CSC reviews professional development fund requests once a month and ensures that the request meets the Board of Regents principles (see above). The CSC monthly meetings standard time and dates are determined each year by the current CSC members at the beginning of the academic year; however, the committee does not meet during the months of July and August. It
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is at these meetings, that any applications submitted will go through a review process and a
decision made regarding the approval or denial of the funds. The employee's supervisor will be
notified of the award upon approval (cc'd on official award email) or denial (cc'd on official
denial email).

The CSC will serve as the review board and will apply these guidelines and make interpretations
and exceptions when appropriate. The CSC reserves the right to limit the number of awards
given to an individual, unit or department. Please Note: Priority decisions will be given to
first-time requesters

If a request for professional development funds is approved, the award letter will include the
process for payment, which will follow the process on reimbursement (see below).

If a request for professional development funds is denied, the denial letter will include the
reason(s) for the denial. A requester who has been denied funds always has the right to reapply.

Reimbursement
Qualifying professional development awards of ANY amount used to assist/supplement in the
purchase of a tangible asset valued at more than $100 (i.e. books, equipment relevant to
coursework, etc.) and retained by the employee are subject to tax. These awards are to be
processed through payroll utilizing the earnings code OLE and will be taxed at the employee’s
personal tax rate as specified on their W-4.

Other reimbursable awards (i.e. conference registration, fees, tangible assets valued at $100 or
less, etc.) are to be processed through accounts payable as an expense reimbursement. All
awards should be paid only after evidence of purchase/payment is provided. Approved internal
charges (i.e. University workshops or conferences, etc.) are to be processed using the appropriate
professional development account string. To be reimbursed, fax or email the Employee Expense
Worksheet, along with receipts, to Emily Krzykowski, CSC Treasurer (krzyk004@umn.edu or
fax: 612-624-3744) within 14 days of purchase.

The allocation and distribution of these funds will be the responsibility of the CSC and will apply
these guidelines and make interpretations and exceptions when appropriate.

Denial
A request for professional development funds can be denied for the following, but not limited to:

- Request for funds failed to clearly justify how the request supplements and directly aids
  in the professional development in the requester’s current position or in advancement
  on the job
- Unclear reason/cause for department’s denial to cover the full cost of request
- Funds have previously been awarded to requester for the same justification(s)
- Request for funds have already been awarded to requester within a 12mo period
- Request for funds fall outside of the Board of Regent’s principles