

## **PROFESSIONAL IMPROVEMENT FUNDS GUIDELINES**

### ***Administrative Service Faculty – MSUAASF***



### **PURPOSE**

These guidelines establish the procedure for members of the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) bargaining unit to apply for professional improvement funds. The authoritative reference for this procedure can be found in the MSUAASF Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State University Association of Administrative and Service Faculty (ASF), Article 15, Section B. Professional Improvement Funds.

### **GRANT CRITERIA**

Professional improvement funds (PIF) are resources that are to be used for professional development activities by MSUAASF members which are a mutual benefit to the employee and the university. These funds should be used for professional improvement, employee development and training. Generally these funds are made available to individuals whose professional development activities provide opportunities for professional growth to enhance technical and professional career related skills.

### **PROCEDURE**

**ELIGIBILITY** - All employees in the MSUAASF bargaining unit are eligible to apply for professional improvement funds.

**APPLICATION** – The Application for Professional Improvement Funds is completed and submitted to the ASF member’s immediate supervisor for review and comment. If the application is approved by the supervisor, it is then submitted to the unit vice president for review. Upon their recommendation for funding, the application is to be submitted electronically to the MSUAASF Treasurer for review by the MSUAASF PIF Committee in the upcoming round of grant applications. If the request for funding is not approved, a notification and explanation is to be provided to the employee in a timely manner by the person/committee denying the request.

**GRANT APPLICATION DEADLINES** – Applications for PIF funding must be submitted to the MSUAASF Treasurer by midnight on September 30, December 31 or March 31 each year. A request for funding must be for a professional improvement activity occurring on or after the application deadline of the submission to the MSUAASF PIF Committee.

**FUNDING PER APPLICATION ROUND** – The MSUAASF Treasurer will determine the available amount of funding for the current fiscal year and divide equally for each grant round. Awards may not exceed \$1,000 per eligible employee per fiscal year. If funding is limited in a given round, priority will be granted to applicants in the following order:

- First: those who have never received a PIF award,
- Second: those who have not received a PIF award during the previous two years,
- Third: those with the lowest awarded funds during the previous two years, or
- Fourth: those with the lowest awarded funds during the previous five years.

**APPLICATION REVIEW AND APPROVAL** – The MSUAASF PIF Committee will review the applications within 15 business days of each application deadline. As the President’s designee for the distribution of PIF contractual monies, the committee shall approve such applications where the proposed professional improvement or development activities are in the best interest of the university in improving job-related skills and competence of the ASF members.

**AWARDEE RECIPIENT AGREEMENT** – The MSUAASF PIF Committee is responsible for issuing to applicant awardees a PIF Recipient Agreement which outlines the requirements of the grant award. Each awardee is then to review the agreement and if he/she agrees to the terms and conditions and accepts the award or chooses to decline the award, he/she shall sign and return the agreement to the MSUAASF Treasurer within 15 business days after receipt.

**EXPENSE REIMBURSEMENT AND FINAL REPORT** - The MSUAASF PIF Committee will provide an electronic copy of each awarded PIF application and award amount to the recipient for their use in submitting the request for reimbursement. The request for reimbursement will be submitted on MN State expense reimbursement forms. Requests for reimbursement will be submitted by the recipient directly to Business Services as part of the travel paper work. Any reimbursement forms submitted after 60 days will have tax implications to the employee and employer; therefore, fully signed expense reimbursement forms shall be submitted by the recipient to within 60 business days after the completion of the travel.

Awardees agree to submit a written final report to his/her supervisor (electronic or hard copy), the MSUAASF Treasurer (electronic copy) when expense reimbursement is requested. The final report will outline the activity completed and analyze the impact on job-related skills and competence.

**FUNDING**

Funding for professional improvement activities will be determined per the MSUAASF Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State University Association of Administrative and Service Faculty (ASF), Article 15, Section B. Professional Improvement Funds. At the end of the fiscal year, all unused funds will be carried forward to the next fiscal year for reallocation.

  
\_\_\_\_\_  
University President/Designee

6/28/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASF Campus President

7/5/16  
\_\_\_\_\_  
Date