

**HENRY FORD COLLEGE
PROFESSIONAL DEVELOPMENT FUND / HFC SSA EMPLOYEES**

PER ARTICLE 10A – PROFESSIONAL DEVELOPMENT

A. Professional Development Fund

1. The Board shall appropriate \$35,000. each year for a Professional Development Fund (PDF) to be used to pay for the following expenses of bargaining unit members for:
 - a. External conferences and seminars **related to the employee's current position or related to a position within an Association career path,**
 - b. Travel related to off-site conferences or seminars, or
 - c. Tuition/fees associated with obtaining and renewing certifications or professional licenses required for fulfilling employment responsibilities at the College.
 - d. Tuition and fee reimbursement for courses successfully completed (grade of "C" or better) **in an accredited four (4) year degree program.**
2. A committee composed of an Administrator and three (3) Association members shall prepare reasonable rules for monitoring the funds.
3. All requests for reimbursement must be submitted to the committee for review prior to participating in the professional development.

REASONABLE RULES IN ACCORDANCE WITH THE ABOVE CONTRACT LANGUAGE ARE PROVIDED TO THE MEMBERSHIP

- In order to be considered for reimbursement, an employee **must be a member in good standing of the HFC - SSA.**
- Deadlines for applications are January 15th, May 15th and September 30th. Reimbursements will be made on or around March 29th, June 30th, and October 30th of each fiscal year.
- Members must submit receipts, official transcripts and the Professional Development form on or before the above deadline dates. **Receipts for college courses need to illustrate a breakdown of the tuition and fees. Pell Grants and free tuition assistance must be deducted.**
- Eligible fees include, registration fee, course fee and online course fee. A course fee supports costs that are unique to a specific course, which would be considered above and beyond the cost of instruction and basic instructional materials and equipment.
- **Seminars, Certificates, Licenses, and College Courses must relate to the employees' current position at HFC. A clear description of the seminar, certificate, licenses and college courses, and their relevance to the employee's position must be included on the Professional Development form.**
- Requests for reimbursement for college courses for a master's level degree will be considered after all other requests for certificates, licenses and college courses have been fully reimbursed.
- Travel, Conference and Mileage requests, must first go through the employee's department for travel approval. If the department denies the travel, conference and mileage the employee must obtain pre-approval from the Professional Development Committee. The Committee will only consider reimbursement up to a maximum of \$1,000 for travel, conference, and mileage in a twelve (12) month period. Employees may contact Tiffany Webster in Human Resources at 845-9692 to requests pre-approvals related to conference registration fee and mileage.