

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**  
**Criteria and Procedures for Use of Professional Development Funds For Full Time Professional Staff**  
<\\nwnas1\President\HumanResources\Public\ProfessionalDevelopment>

**SEPTEMBER 2009**

The Professional Development Committee recommends that CBA Professional Development Funds be distributed as follows:

1. **Requests for Professional Development / Professional Leave (including tuition reimbursement)** (form attached) must be submitted for approval to the appropriate Dean **PRIOR TO THE ACTIVITY TAKING PLACE.**  
**\*\*Requests for short term professional leave must be submitted at least TWO months in advance, whenever possible\*\***  
**\*\*Requests for full time professional leave must be submitted at least 6 months in advance, per Article XVIII, Section 1, E. Procedures \*\***
2. **TWO (2)** \$ 1,000 ‘slots’ are available for the Spring 2010 semester; **TWO (2)** \$ 1,000 ‘slots’ are available for the Fall 2010 semester. Deadline for lottery submission for the spring is **October 30, 2009**; deadline for the fall is **May 14, 2010**. Full time professional staff who have applied to the ‘lottery’ can receive up to \$ 1,000 of professional development funds to be used for expenses related to ONE (1) approved professional development activity in the current academic year.
3. Full time professional staff who receive up to \$ 1,000 in the ‘lottery slot’ **may** also receive reimbursement for additional approved professional development activity expenses. Any additional expense reimbursement will be made after ALL other requests are processed, and will be contingent upon available funding.
4. **ALL APPROVED requests** for short-term leave for professional development, tuition and fee payments for credit courses at an accredited institution of higher learning and hotel / travel/ conference /seminar fees, etc. will be reimbursed on a **semi-annual** basis and are contingent upon available funding. **This reimbursement schedule includes the ‘lottery’ slots of up to \$ 1,000 each.** Available funds shall be divided 50%/50% between fall and spring semesters. The fall semester runs from July 1 through December 31 and the spring semester runs from January 1 to June 30.
5. **Expense reimbursements** are limited to the total funding provided each year by the Board of Trustees of Connecticut Community-Technical Colleges and the Congress of Connecticut Community Colleges and are distributed on an equitable basis for each request for both short-term leave and tuition expenses. The actual maximum expense reimbursement allowed, except for the \$ 1,000 ‘lottery slots’, is expected to be **\$ 650 per semester for tuition reimbursement requests** and **\$ 650 annually for all other Professional Development requests, subject to available funds,** and is determined by the Professional Development Committee each year. If funds remain after all requests for the semester have been processed, the remaining funds will then be distributed on a pro-rata basis to those whose professional development expenses exceeded the maximum allowable reimbursement. Any excess funds remaining from the fall semester will be applied to the spring semester.
6. **Reimbursement requests** (Form CO-17XP) and required receipts, including copies of final grade(s), class registration, and receipts for payment must be submitted to the Dean of Administration's Office no later than **December 18 for the Fall semester and May 14 for the Spring semester.** Reimbursement requests received after these deadlines will not be processed. **\*\* Contact Dean of Administration in advance of the deadline if final grades are not available at that time.\*\***
7. In the case of leaves requiring use of a privately owned vehicle, the following applies: an employee must carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage or, in lieu thereof, a minimum of \$100,000 for liability for bodily injury and property damage. **A Copy Of Insurance Coverage Must Be On File In The Office Of The Dean Of Administration Prior To Travel Taking Place.**
8. For travel or activity during June, contact the Dean of Administration in order to make arrangements for processing a June reimbursement request.