

# **BRYN MAWR COLLEGE**

## **MEMORANDUM**

**To: Eligible Staff Members**

**From: Human Resources**

**Subject: Professional Development Opportunities**

**Date: Fiscal Year 2006-2007**

The College encourages staff members to pursue opportunities to enhance their professional and technical skill levels for both current job responsibilities and future job advancement. On-campus educational opportunities are provided through Tuition Remission. This benefit allows staff to take courses at Bryn Mawr, and also at Haverford. Detailed information about this benefit may be found in the staff handbooks. There are also a variety of workshops and seminars offered each fall and spring. The offerings include courses designed to develop and reinforce employee work skills, as well as to provide new information needed in the workplace. These opportunities are listed in the Fall and Spring Staff Employee Course Offering Guides.

A total of \$20,000 has been budgeted per fiscal year, and is available to pay for off-campus seminars, workshops and course work. The program will be reviewed on an annual basis to balance the staff development needs within the framework of the overall College budget. Details of this benefit and eligibility requirements are outlined below.

### ***Program requirements:***

- Staff members must be at least half-time employees (50% FTE or more) *and* have at least one year of continuous service prior to enrollment in the off-campus course or program.

- The content of the course, workshop, seminar, or program must be job-related.<sup>1</sup> Courses needed to fulfill a degree requirement are eligible. Training opportunities, which have obvious benefit for future job growth, may also be eligible. Courses, seminars, workshops, and programs for personal skill enhancement are not eligible. Expenses related to meals, travel, or course materials are also not eligible.
- The benefit is limited to a maximum of \$500.00 per fiscal year for full-time staff members. The amount of the benefit is pro-rated for part-time staff. Once approved, the College cannot automatically guarantee support for all seminars or courses which are offered as a series over a period of time. However, the College will make a good-faith effort to fully support on-going seminar or course work. Staff members may make multiple requests; however, the cumulative reimbursement for all requests will not exceed the annual limit.
- The Internal Revenue Service issues specific regulations regarding the taxability of courses and seminars funded by an employer. These regulations may cause the benefit to be taxable. Staff members will be notified of the tax status of the benefit at the time the benefit is approved.
- Eligible fees will be paid directly to the sponsoring school or association. Reimbursement to the employee will be approved on a case-by-case basis. Staff members must speak with Human Resources prior to making an individual payment. In such a situation original documentation would be required for reimbursement.
- Staff members interested in applying for Professional Development training funds should use the attached application form. Additional forms are available from Human Resources. A description of the seminar or specific course information is required. Requests for funding should be made no later than six weeks in advance of the payment due date, if payment is to be made to the sponsoring school or association. In cases of direct reimbursement to staff members, requests must be made prior to the close of the fiscal year.

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<sup>1</sup> Job-related – refers to seminars or course work that, as a result, exclusively better the staff member in his/her current or future work career and/or enhances job growth.

**BRYN MAWR COLLEGE**

**Professional Development Application**

**Fiscal Year 2006-2007**

PLEASE COMPLETE THE APPLICATION FORM AND RETURN IT TO HUMAN RESOURCES. PLEASE PRINT.

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

- TYPE OF PROFESSIONAL DEVELOPMENT PROGRAM (PLEASE CHECK ONE)

Course (Certificate/Undergraduate/Graduate)

Seminar/Workshop

- NAME OF PROFESSIONAL DEVELOPMENT PROGRAM:

\_\_\_\_\_

- SPONSOR OF PROFESSIONAL DEVELOPMENT PROGRAM:

\_\_\_\_\_

- LOCATION OF PROFESSIONAL DEVELOPMENT PROGRAM:

\_\_\_\_\_

- EXPECTED STARTING DATE: \_\_\_\_\_

- EXPECTED COMPLETION DATE: \_\_\_\_\_

- FREQUENCY OF MEETINGS: \_\_\_\_\_

- DOES THIS REQUIRE TIME AWAY FROM WORK?:  YES  NO

**(If yes you must obtain approval from your Department Head to be away from work.)**

**(OVER)**

- PLEASE EXPLAIN HOW THIS PROGRAM WILL ASSIST IN YOUR PROFESSIONAL DEVELOPMENT:

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- COST OF THE PROGRAM: \_\_\_\_\_

TO BE COMPLETED FOR COURSE WORK ONLY:

- IS FORMAL APPLICATION/ACCEPTANCE REQUIRED?  YES  NO
- IS THE COURSE PART OF A DEGREE PROGRAM?  YES  NO
- IS THIS A GRADUATE LEVEL COURSE?  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE ATTACH A COURSE DESCRIPTION WITH THIS APPLICATION. YOU WILL RECEIVE NOTIFICATION OF THE STATUS OF YOUR REQUEST FROM THE TRAINING COMMITTEE WITHIN ONE MONTH OF RECEIPT OF THIS APPLICATION.

OFFICIAL USE ONLY:

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

REQUEST:  APPROVED  DENIED

TAXABLE:  YES  NO

DATE NOTIFICATION SENT: \_\_\_\_\_