

Operating Staff Professional Development Fund Application Guidelines

- Eligibility for professional development award, the OS staff member must have been in a benefits eligible position for at least one year.
- Activities **required** by your position must first be covered by your department. If the department has insufficient funds, an award may be used to supplement departmental funds but may not exceed \$500. **Each eligible employee may receive one award per fiscal year.**
- Apply as soon as you have information about a workshop or program you wish to attend. Applications will be reviewed by the OSPDF Committee as received.
- **Process**: Complete an application form. **Be sure to provide a copy of the flyer/brochure including a complete list of expenses and department contributions to support your award request. The maximum professional development award is \$500.** If expenses exceed the award, the difference will not be covered by the Development Fund. Please note that the OS Professional Development Committee supports expense requests with the exception of meals.
- Give the completed form to your supervisor for his/her endorsement, comments and signature.
- Send the completed application form to the Office of Human Resource Management at least **two weeks prior to the registration deadline and prior to any departmental commitment of funds.** (Exceptions may be allowed only under extenuating circumstances.) The OSPDF Committee will make a decision on your request within three (3) working days. You will be notified via voice mail as soon as the decision is made. A formal letter of award will be sent out subsequently.
- A written report must be submitted to your supervisor and the OSPDF Committee within one month of the completion of your workshop/conference. Failure to do so will result in ineligibility for future award consideration.

The Operating Staff Professional Development Fund was established to provide access to professional development opportunities for operating staff across campus. A standing committee, made up of one representative from each division and a designee of the Director of Human Resources, will review applications, taking the following into consideration:

- if money is available in the fund
- reasonableness, common sense, and cost-effectiveness
- benefit to individual, position, and to KSC
- support to increase proficiency related to position

The committee is unable to:

- consider requests which do not receive a positive endorsement from the area supervisor
- provide award dollars to cover meal expenses (priority is given to registration costs)
- consider requests generated by a department or supervisor (requests must come directly from the individual)
- consider requests for attendance at annual conferences which should be budgeted for through the department
- consider requests if department funds have already been committed
- consider requests to activities of interest to the staff member but not related to the position (i.e., New Hampshire Women in Higher Education Conference)

Whenever possible, the committee will:

- try to seek an award balance between the divisions
- respond to applications within three (3) working days
- make available an Annual Report of activities