

Article 35
TRAINING/RE-TRAINING STIPEND

Funding

35.1 In addition to the funds set aside under Article 37.2.8, the Board shall annually appropriate \$45,000 per year for the purposes of this article. Any balance remaining in the fund at the end of the prior academic year shall be carried over into the subsequent year and shall remain available for the purposes of this article; however, the amount carried over from the previous year shall not exceed \$60,000. An additional \$10,000 per year from the District's allocation for staff development money under AB 1725 (1988 legislative session) shall also be appropriated for the purposes of this article as long as the District continues to receive staff development money as a result of AB 1725. In years when this additional \$10,000 is appropriated, the balance carried over into the subsequent year shall not exceed \$70,000.

Eligibility

35.2 A faculty employee shall be eligible to apply for a stipend under this article if he or she is:

35.2.1 Employed as a full-time regular faculty employee;

35.2.2 Participating in, or has firmly established plans to begin participating in, a program of study, work experience, or training that will expand skills in his or her current field or the number of areas in which he or she is qualified to perform services for the District.

Purpose of Stipend

35.3 A stipend may be approved for either or both of the following purposes:

35.3.1 To defer, in whole or in part, the cost of tuition fees, books, or supplies;

35.3.2 To supplement the faculty employee's income, if necessary and appropriate, while he or she is engaged in a program of study, work experience or training requested by the Board in order to meet the needs of the District and its students, and when such study, work, or training requires the faculty employee to live away from his or her home and results in the faculty employee incurring additional living expenses. A recommendation from the President is required for this funding.

35.4 Stipends may not be used for travel, meals, lodging, or conference fees. Funds for these expenditures may be requested through Staff Development.

Application Process

35.5 Requests for funds can be made for the next college year only, July 1 – June 30. If a plan of study, work experience or training requires more than one year, a separate application must be submitted for each college year.

- 35.6 A regular faculty employee who wishes to apply for a stipend shall file a written application (Appendix R) with the District Office of Human Resources for review by the District Professional Development Leave Committee with a copy to the college President or his or her designee. It is the responsibility of the faculty employee to deliver the completed and signed application in triplicate to the District Office of Human Resources by April 15. The application shall include or be accompanied by:
- 35.6.1 The details of the faculty employee's program of study, work experience or training;
 - 35.6.2 The manner in which the program will enable the faculty employee to expand skills in his or her current field or the number of areas in which he or she is qualified to perform services for the District;
 - 35.6.3 The purpose, as described in Section 35.3 for which the stipend will be used; and
 - 35.6.4 The amount of the proposed stipend with a budget of expenses to be covered by the stipend.
 - 35.6.5 If the purpose of the stipend is to acquire minimum qualifications for a new discipline, the faculty employee shall also submit the application to the dean or appropriate administrator responsible for the area of study requested for comment before filing the application with the Professional Development Leave Committee.

After reviewing the application, the Professional Development Leave Committee may, if appropriate, consult with the President or his or her designee.

- 35.7 The Professional Development Leave Committee shall give first priority to applications submitted by faculty employees whose primary teaching or service area is overstaffed or likely to become overstaffed in the near future.
- 35.8 The Board itself shall approve a stipend upon recommendation of the Professional Development Leave Committee that the stipend will assist the faculty employee in meeting minimum qualifications for a new discipline, or in expanding skills in his or her current field or the number of areas in which he or she is qualified and competent to perform services for the District.
- 35.8.1 The stipend, or the appropriate portion thereof, shall be paid to the Article 35 applicant as a reimbursement of expenses after verification that the approved activities have been completed. Verifying documents shall be submitted to the District Office of Human Resources.
- 35.9 A stipend may, but need not, be awarded in conjunction with a Professional Development Leave or a full-time or part-time leave without pay.

Re-opener

- 35.10 The parties agree that should the Staff Development funds available under AB1725 decline for any reason below the 1991-92 amounts actually received by the District, either party may reopen Article 35 for negotiations.