

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 \$60,000 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 \$75,000.

Eligibility

- 35.2 A faculty employee shall be eligible to apply for a stipend under this article if they are:
- 35.2.1 Employed as a full-time regular faculty employee (must be tenured as of school year in which program will commence);
 - 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 their current field or the number of areas in which they are 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; negotiated rates can found in Appendix R.
 - 35.3.2 To supplement the faculty employee's income, if necessary and appropriate, while they are 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 their 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 the office of Professional Development. These funds include Professional Conference Funds (Article 36) or any other funds available for faculty professional development.

Application Process

- 35.5 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 their 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 May 1. The application shall include or be accompanied by:
- 35.5.1 The details of the faculty employee's program of study, work experience or training;
 - 35.5.2 The manner in which the program will enable the faculty employee to expand skills in their current field or the number of areas in which they are qualified to perform services for the District;
 - 35.5.3 The purpose, as described in Section 35.3 for which the stipend will be used; and
 - 35.5.4 The amount of the proposed stipend with a budget of expenses to be covered by the stipend.
 - 35.5.5 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.
 - 35.5.6 An applicant who will be notified of an admissions decision for their planned program of study after the May 1 deadline may submit an application that includes an alternate plan of study and request for funds on Appendix R.
 - 35.6.6.1 The applicant must notify the District Office of Human Resources which plan they will use when the applicant receives their admission decision.
- After reviewing the application, the Professional Development Leave Committee may, if appropriate, consult with the President or their designee.
- 35.6 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.
- 35.7 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

their current field or the number of areas in which they are qualified and competent to perform services for the District.

35.8.1 The stipends are calculated as shown on Appendix R. In the event that the calculated amounts for all applicant requests exceed the total remaining funds, applicants will receive a proportionally reduced percentage of their request.

35.8.2 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 Either the Board or FA may reopen negotiations on this article at any time by delivering a written request to reopen to the other party.