

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 \$75,000 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 an electronic 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 apply using the electronic submission process of Appendix R 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.
 - 35.5.6.1 The applicant must notify the District Office of Human Resources which plan they will use when the applicant receives their admission decision.
- 35.6 Requests for funds can be made for studies that begin in the next college year only, July 1 – June 30.
 - 35.6.1 Normally, when a plan of study, work experience, or training requires more than one year, a separate application is submitted for each college year.
 - 35.6.2 However, if a plan of study, work experience, or training spans two academic years, only one application is required for that activity, submitted for the academic year in which the activity begins. If approved, the PDL committee shall award a proportional amount from each academic year during which the program occurs (e.g. if the training occurs January through December, then half of the stipend shall be from one academic year's funds and the other half from the following academic year's funds).
- 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 available 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. If funds remain after the Board approves stipends from the May 1 applications, a second round of applications shall be accepted November 1, for activities that occur between July 1 and June 30 of the same college year.

35.10 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

35.11 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.