

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## MSUAASF Professional Improvement Fund (PIF) Grant Procedure

### **University Procedure #518**

#### **Section 1. Policy**

Metropolitan State University supports the continued professional growth and development of its employees. This regulation sets forth the process for the granting of Professional Improvement Funds (PIF) to foster that growth and development.

#### **Section 2. Authority**

This procedure is issued pursuant to the Agreement between MnSCU and MSUAASF, Article 15, Section B (Professional Improvement Fund).

#### **Section 3. Effective Date**

This procedure shall become effective immediately, and shall remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

Responsibility for implementation of this procedure is assigned jointly to the MSUAASF Executive Committee and the Director of Personnel acting as the president's designee.

#### **Section 5. Implementation**

##### A. Definitions

1. Eligible employees are all employees filling positions in the MSUAASF unit.
2. Professional Improvement Funds (PIF) are grants for the purpose of professional improvement, MSUAASF member development, staff training and similar kinds of development programs for MSUAASF members.
3. Professional Development Funds (PDF) are an additional source of support for professional development, as defined in the MnSCU/MSUAASF agreement Article 15, Section A, Subdivision 2. See MSUAASF Professional Development Funds Guidelines for procedural information about PDF.

##### B. Allocation

1. Funds are allocated to the university based on the number of FTE employees in the unit. Available dollar amounts will be announced after system-wide calculations are completed at the MnSCU office.

2. Should the MSUAASF unit wish to use professional improvement funds for a professional development retreat, or engage in other group development activity, the proposal shall be presented for discussion at Meet and Confer.
3. Consistent with the Agreement, PIF monies may be carried over from the first year of the Agreement to the second, but must be used within the biennium.
4. Unlike Professional Development Funds (PDF), Professional Improvement Funds (PIF) are not allocated to individuals. The MSUAASF Professional Development Committee may plan group development activities for the year and reserve funds for that purpose. The funds remaining are available for distribution to individual MSUAASF members in accordance with these guidelines.

C. Criteria

Proposed professional improvement activities will be approved if the university president or designee deems them to be in the best interest of the university in improving the job-related skills and competence of the MSUAASF member and if funding is available.

D. Process for Individual Grants:

1. Employees must complete an application form listing relevant information about the professional improvement opportunity and submit it, along with supporting documentation, e.g., conference brochure or course description, to the supervisor for recommendation and signature. The application and other documents are then forwarded to the MSUAASF treasurer for review of available funds. If funds are available and the request for PIF funds is for \$350 or less, the treasurer signs and forwards the materials to the division head for recommendation and signature.

The signatures of the supervisor and division head indicate their assessment that the proposed use of funds is for appropriate work-related development activities and that the employee will be granted release time with pay to participate in these activities.

2. If the employee's request for PIF funds exceeds \$350.00, the MSUAASF treasurer sends the request to the MSUAASF Professional Development Committee for review and recommendation to the MSUAASF president.
3. Following signature by the MSUAASF president, application materials are forwarded, with recommendations, to the division head for approval. If the request is for PIF fund purchases exceeding \$350 or if out-of-state travel is included, the president's signature is also required.
4. The division head's office will return the original approved application form with attachments to the applicant, and will send copies of the approved application form to the supervisor and the MSUAASF treasurer.
5. The applicant is responsible for completing and securing approval of all necessary paperwork in accordance with Metro State's procedures.

6. Records will be maintained by the MSUAASF treasurer.

E. Obligations of the Grant Recipient:

A recipient of a PIF grant is obligated to use the funds for the purposes specified in the application and, within 30 days of the completion of the professional improvement activity, to submit a written report to his/her supervisor outlining the activity completed and analyzing the impact on job related skills and competence.

**Section 6. Review**

This regulation shall be reviewed each time a new MnSCU/MSUAASF collective bargaining agreement is signed.

**Section 7. Approval**

Issued on this 10<sup>th</sup> day of March, 1997.

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Susan A. Cole, President

METROPOLITAN STATE UNIVERSITY  
MSUAASF Professional Improvement Fund (PIF) Grant Report

Grant Recipient: \_\_\_\_\_ Title: \_\_\_\_\_

Amount of Grant Received: \$ \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

In accordance with the provisions of the Agreement between MnSCU and MSUAASF, and with Metropolitan State University Regulation #518, describe below the results of the PIF grant which you received. Include brief statements that describe 1) What you did; 2) How it improved your job related skills and competence; 3) Other ways the activity was or may be beneficial to you or to others in the university community.

Sign below and submit the report to your supervisor within **30 days** of the completion of your PIF grant activity. Provide a copy to the MSUAASF treasurer.

\_\_\_\_\_  
Signature of Grant Recipient

\_\_\_\_\_  
Date

METROPOLITAN STATE UNIVERSITY  
MSUAASF Professional Improvement/Development Grant Application

NAME \_\_\_\_\_ DATE \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

1. Indicate whether this application is for Professional Improvement Funds (PIF), Professional Development Funds (PDF), or both. See current MnSCU/MSUAASF Agreement, Article 15, for information on fund usage.
2. Attach a separate sheet on which you describe the activity and its relation to your work. For conferences and workshops, include dates, location, and attach printed information. If this is a request for a PIF grant, you must explain how this activity will be in the best interest of the university in improving your job-related skills and competence.
3. Itemized request

<u>PIF Amount</u>		<u>PDF Amount</u>
\$ _____	<b>Tuition:</b> attach 1400 & expense report _____	\$ _____
\$ _____	<b>Fees:</b> Attach 1400 with name and address of vendor and registration form.* _____	\$ _____
\$ _____	<b>Transportation:</b> Attach 1400 with name and address of vendor, state vehicle request, or expense report for advance.* _____	\$ _____
\$ _____	<b>Lodging:</b> Attach 1400 and expense report for advance _____	\$ _____
\$ _____	<b>Meals:</b> Attach 1400, and expense report for advance.* _____	\$ _____
\$ _____	<b>Equipment and Supplies:</b> Attach 1400 _____	\$ _____
\$ _____	<b>Professional Membership:</b> Attach 1400 and membership form _____	\$ _____
\$ _____	<b>Books and Professional Journals:</b> Attach 1400 and ordering information _____	\$ _____
\$ _____	<b>Other (specify):</b> Attach 1400 _____	\$ _____
\$ _____	<b>TOTAL REQUESTED</b>	\$ _____

\*Request to Incur Special Expense Form needed for instate meals if not in travel status, conference fees over \$500 and international travel.

4. DF Funds available:

carry over \$ \_\_\_\_\_ current year \$ \_\_\_\_\_ Treasurer review \_\_\_\_\_

Does this request exceed your available PDF funds? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, provide information that will aid the MSUAASF Professional Development Committee in reviewing your request.

5. Previous PIF Grant:

current year \$ \_\_\_\_\_ previous year \$ \_\_\_\_\_ Treasurer review \_\_\_\_\_

Within 30 days of the completion of the PIF activity, I agree to submit a report to my supervisor, and a copy to the MSUAASF treasurer, outlining what I have completed, and its impact on my job skills and competence.

\_\_\_\_\_  
Signature of Applicant/Date Office Telephone number

**I have read this request and give the following recommendation:**

	Recommendation		PDF Amount	PIF Amount
_____ Signature of Supervisor/Date	yes	no	N/A	N/A
_____ Signature of MSUAASF Treasurer/Date	yes	no	\$ _____	\$ _____

**If the request is for PIF funds in excess of \$350, the MSUAASF president must sign.**

\_\_\_\_\_  
Signature of MSUAASF President/Date      yes      no      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**If the request is for PIF funds and/or out-of-state travel, the division head's signature is required.**

\_\_\_\_\_  
Signature of Division Head/Date      yes      no      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**If the request is for PIF fund purchases in excess of \$350 or for out-of-state travel, the President's signature is required. For international travel, the MN Dept. of Employee Relations (DOER) must grant prior approval.**

\_\_\_\_\_  
Signature of President or Designee/Date      yes      no      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**Original application form and attachments to applicant who forwards them to the business office. Copies of application form to supervisor and to MSUAASF treasurer**