

In order to support professional development of Northern Essex Community College AFSCME unit members, funds are available for degree coursework, conference attendance, course related books and software. All applications are reviewed and approved by a sub-committee of AFSCME and Human Resources representatives. All awards will be published and will be available for review by contacting the Human Resources Office.

Please read the following guidelines carefully.

Any full-time or part-time NECC AFSCME unit member may apply for funds. In order to provide a quick turn-around time for funding review, the following is required:

Guidelines:

- All applications must be typed. You can access the application on the College's Human Resources intranet site or you may request a hard copy by contacting Mary Chatigny at extension 3925, mchatigny@necc.mass.edu, or Thomasine Corbett at extension 3763, tcorbett@necc.mass.edu.
- All information must be completed in order to be considered or it will be returned to you for further completion. If you wish, you may attach brochures or descriptive materials with the original application.
- All degree coursework, conferences, events, workshops, etc., must take place within the current fiscal year in order to be eligible for reimbursement. Also, any purchases must be made within the current fiscal year in order to apply for and receive reimbursement.
- All applications must be signed by your supervisor.
- Please note the deadline is 4:00 p.m. on the due date. Deadline dates are as follows: February 15th, May 15th, August 15th and November 15th of each calendar year

The items following items are non-allowable expenses and are not covered through AFSCME professional development funding:

- a. Equipment
- b. Printing costs
- c. Attendance at annual conference/meetings/similar activities when it is an ongoing expectation of the position
- d. Meals
- e. Postage and telephone costs

The AFSCME Professional Development Funding Committee will review requests within ten (10) working days of the deadline date and make recommendations. Applicants will receive a letter from the Human Resources office regarding the request within one week of the committee's funding meeting.

Individuals receiving award letters will need to submit receipts to the Business Office. Receipts must be received within six (6) weeks of your activity or we will not be able to guarantee funding.