

Masonic Cancer Center Professional Development Funding for Administrative Staff

The Masonic Cancer Center (MCC) strongly supports and encourages employees to pursue professional development opportunities that develop and enhance job performance, contribute to their unit and its mission, and/or provide personal enrichment.

Approval of professional development requests are at the supervisor's discretion based on relevance of request, workload, back-up availability, ongoing job performance, and availability of funding.

MCC Professional Development Fund

MCC has designated funding for MCC administrative employee professional development for opportunities that are not covered by other means (e.g., department/unit funding, grant funding), such as national conference travel, training, workshops, certifications, and UMN courses that do not qualify for the Regents Scholarship.

Eligible employees may request up to \$2,000 to participate in one professional development opportunity/event per fiscal year (July-June). **Note:** The \$2,000 maximum does not include any airfare required to travel to the professional development opportunity. Exceptions to the maximum dollar amount may be requested for certain opportunities, if approved by the supervisor.

Eligibility requirements – CS/LR/P&A

Individuals must be Civil Service (CS), Labor Represented (LR), or Professional & Administrative Professionals (P&A) employees who: (1) hold a continuing position of at least 75% time; (2) have passed probation (CS/BU only); (3) are able to demonstrate that participation in opportunity is directly job-related; and (4) Serve in an administrative function for MCC.

Process for Requests

Requests to participate in a professional development opportunity should be discussed and approved by the immediate supervisor at least one month in advance of the opportunity, if possible. The supervisor's approval or denial of the request should be based on workload, back-up availability, ongoing job performance and relevance of request.

Once approval is received from the immediate supervisor, the employee will complete the [online form](#) requesting the funds.

The employee and supervisor will be notified of the funding decision via email within one week. **Note:** Requests that exceed the maximum dollar amount are reviewed by the MCC Executive Director; employees and supervisors should allow for an additional 3 days for notification.

If approved, the employee will be provided the necessary information and/or contact information to register, make travel arrangements, etc.

Other Staff Professional Development Opportunities

The [Regents Scholarship](#) is another funding source for professional development to take courses at the University of Minnesota for employees.

The Office of Human Resources has several [professional development opportunities](#)

