## **Masonic Cancer Center Professional Development Funding**

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 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); and (3) are able to demonstrate that participation in opportunity is directly job-related.

## **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 <a href="mailto:online.com/online

The MCC Administrative Manager will notify the employee and supervisor 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/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.

NOTE: Regents Scholarship is another funding source for professional development. For policy, eligibility and application form, please go to the following link: http://www.policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP.html