

**Henry Ford Community College  
Professional Development Fund  
HFCC-SSA Employees**

Per Article 10 of the Henry Ford Community College Support Staff Association collective bargaining agreement, \$20,000 shall be appropriated each year to reimburse Association members for the following expenses:

- External conferences/seminars related to the employee's current position or related to a position within an Association career path,
- Travel related to off-site conferences/seminars,
- Tuition/fees associated with obtaining and renewing certifications or professional licenses required for fulfilling employment responsibilities at the College,
- Tuition/fee reimbursement for courses successfully completed with a grade of "C" or better in an accredited four (4) year degree program.

In accordance with the above contract language, the following guidelines and procedures are provided to the membership.

- In order to be considered for reimbursement, an employee must be a member in good standing of the HFCC—SSA.
- Deadlines for applications are January 15<sup>th</sup>, May 15<sup>th</sup> and September 30<sup>th</sup>. Reimbursements will be made on or around February 28<sup>th</sup>, June 30<sup>th</sup> and October 30<sup>th</sup> of each fiscal year.
- Members must submit receipts, official transcripts and the Professional Development form on or before the above deadline dates. Receipts need to illustrate a breakdown of fees and tuition.
- Eligible fees includes registration fee and course fee.
- A clear description of the seminar/course and its relevance to the employee's position must be included on the Professional Development form.
- Request for reimbursement for coursework taken at another institution but could have been taken at HFCC may be reimbursed at the HFCC employee tuition rate.
- Requests for reimbursement for coursework for master's level coursework will be considered after requests for certificates, licenses and/or undergraduate coursework have been fully reimbursed.