

## CBA Tip: *Professional Dues Reimbursement & Travel Funds*

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An excellent benefit each FTF member should be utilizing each year is seeking 50% reimbursement of the cost of professional organization dues. Any professional organization that helps you remain current or grow professionally in your discipline or area of responsibility qualifies for reimbursement of 50% of the fees up to a maximum of \$250 per year. Please complete the [attached form](#) and submit required receipts to your Dean who will determine eligibility. If denied, the dean needs to provide a written rationale. Please note, expenses related to certification or licensing requirements that are part of the minimum qualification for a faculty member's position are not eligible.

### **I.4.0 MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

*Full-time faculty are encouraged to join professional organizations that help them remain current and/or strengthen their skills or grow professionally in their discipline or area of responsibility. The district will pay fifty percent (50%) of the cost of professional organization dues for faculty members, up to a maximum of \$250 per faculty member per year. Expenses related to certification or licensing requirements that are part of the minimum qualifications for a faculty member's position are not eligible for reimbursement.*

*The appropriate dean will determine whether a professional organization meets the requirements of this policy for faculty members. If the request is denied, the dean will provide the faculty member with a written rationale for the denial.*

*The district will provide a standardized form for faculty members requesting reimbursement for professional organization dues. The form shall include space for specifying how the membership supports the faculty member's contributions to the district.*

*Faculty members must submit the completed form to the appropriate dean for approval, along with receipt(s) or other documentation demonstrating proof of payment. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.*

In the recent negotiations, the FA improved several elements of our professional development/tuition reimbursement allowance policy (**I.3.0**). Most specifically, each full-time faculty member will be allocated **\$1500 per year** (formerly \$1000) to utilize for travel/conference funds and/or tuition reimbursement. Additionally, faculty can also

share their unused funds with another faculty member (formerly only shared among those in your department) with appropriate dean or VP approval.

We have also included language that codifies the use of up to \$1000 of this professional development allowance for these types of expenses during sabbatical leaves.

If you will utilize these funds for professional travel, please ensure you carefully review and follow the guidelines, processes, and timelines involved for travel requests **(1.5.0)**. Attendance at meetings and conferences will normally be limited to those held within the United States. Travel outside of the United States must be approved in advance by the **Board of Trustees** prior to the start of the travel which will require several months lead-time. In order to ensure district liability and personal coverage, district-related travel must have final approval two weeks in advance by the appropriate chair, dean, and the divisional vice president or college superintendent/president.