Memorandum of Understanding
between
Bates Professional Technical Employees
and
Bates Technical College

May 13, 2013

The College and the Union agree to amend Section 13.3 of the Professional-Technical Employees (PTE) collective bargaining agreement, as well as the attached Professional Development Stipend Request Form for clarification purposes.

13.3 PTEs must complete a Professional Development Pre-Approval Form and PTE Professional Development Stipend Request Form (Appendix A). The pre-approval form must include a description of the course and how it will contribute to the professional development of the employee. The pre-approval form must be signed by the employee, supervisor, and Human Resources. The PTE Professional Development Stipend Request Form will be submitted when applying for a professional development stipend. PTEs must attach a copy of the signed pre-approval form(s) as well as supporting documentation from any courses which, when combined, equal one unit as defined above, and must be signed by the employee and Human Resources. Credit for partial attendance is allowable.

This memorandum shall be reviewed annually by all parties to ensure the ongoing need for the MOU, as well as any potential modifications.

Becky Welch, Union Vice President
Date 5/13/13

Geof Kaufman, Interim Manager of Human Resources
Date 5/17/13