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

May 5, 2014

The College and the Union agree to amend Section 13.2 of the Professional-Technical Employees (PTE) collective bargaining agreement to clarify the requirements needed to earn a professional development stipend and to address circumstances in which training pre-approval was authorized by the supervisor, but was not obtained by Human Resources. This document supersedes the memorandum of understanding dated September 27, 2013.

A professional development stipend may be earned for approved and successfully completed job-embedded training consisting of 50 hours of training pre-designated by the agenda or curriculum, as applicable or equivalent to a 5 credit class (under the quarter system), or equivalent, or 50 clock hours. For professional development activities with no agenda or curriculum, only hours of formal, and/or professional training (i.e. not orientation, self-study or practice) will be approved toward earning a professional development stipend. Training may be combined within a two-year period to earn a stipend. Employees who are approved to attend activities during their normal work hours shall receive release time, and shall not submit for vacation leave for the same period. Professional development activities shall enhance the employee’s value and effectiveness to the organization, and must be approved in advance by the employee’s supervisor and Human Resources in order to qualify for the professional development stipend. In extenuating circumstances in which pre-approval was not obtained by Human Resources, but in which the professional development was still authorized by the supervisor, the supervisor must explain in the comment section of the Professional Development Pre-Approval Form why pre-approval was not possible and/or practical, then submit it to Human Resources. Employees are encouraged to discuss their professional development goals with their supervisor at least annually. Hours claimed for individual course(s) may only be claimed once. Designated courses and activities offered by the College will be pre-approved.

PTE

Michelle McElvain,
Union President
5/1/14
Date

Bates Technical College

Geo( ) Kaufman,
Director of Human Resources
5/1/14
Date