



## Internal Procedure for MAPE Professional Development Supplemental Language

### 2017-2019 MAPE Supplemental Agreement Section XV

**A. Purpose:** This procedure is designed to implement Minnesota Association of Professional Employees (MAPE) Labor Agreement relating to the supplemental agreement with Minnesota State Colleges and Universities (Minnesota State) Section XV. This provides a process through which eligible MAPE employees may apply for Section XV, Professional Development.

**B. Eligibility:** Employees must have worked at least one (1) year in the Minnesota State system without a break in service. All full-time unlimited, part-time unlimited, full-time seasonal and part-time seasonal – classified and unclassified, are eligible. If approved, graduate and Doctorate credits are included.

- Limited and temporary employees are NOT eligible.
- Spouses and dependents are NOT eligible.

**C. Applicability:** Enrollment is on a space available basis and limited to eight (8) credits per Academic Year (beginning fall semester through end of summer) at any Minnesota State Institution. If the employee is eligible for the current tuition waiver benefit in the contract (after 3 years), the eight credits are deducted from the tuition waiver benefits.

- The employee is responsible for all applicable fees.
- No other expenses are paid.

**D. Approval:** Enrollment is at the discretion of MSC Southeast. The eligible employee will complete the MAPE Professional Development Tuition Application and provide a written description of how this will apply or be directly related to the employee's professional development as it relates to current or future employment. This information is then submitted to the direct supervisor.

- The description must include the type/name of courses, and which institution.
- Be related to your Professional Development Plan
- Classes occurring during working hours the employee will have the option to use vacation, comp time, or unpaid leave.

**E. Response:** Upon review by the direct Supervisor he/she will approve or deny the request based on eligibility and or job related reasons and submit to cabinet. Cabinet will determine final approval or denial. If approved the employee will work with the Human Resources Department to apply for tuition.