

**ADJUNCT REIMBURSEMENT REQUEST FORM**

Employee Name: \_\_\_\_\_

HANK ID # (Located on Pay Advice): \_\_\_\_\_ Department/Division: \_\_\_\_\_

**\*Please note all documentation must be submitted to Human Resources by May 15th of the fiscal year in which the professional development was completed, with the exception of documentation of Governance activities such as Faculty Organization or Continuing Committees which occur during Spring Semester. Such documentation should be submitted as soon as possible after completion of the activity or end of the Spring Semester, whichever comes first.**

Select Activity you are requesting reimbursement/payment for. If you are asking for reimbursement for more than one activity, please complete one form for each activity:

	Total Hours
<p><b>Reimbursement paid through Payroll (GL # 13-00-000-5407-210310)</b></p> <p><input type="checkbox"/> Preparing to teach online - <b>\$300 upon completion. Director of TLS must approve.</b></p> <p><input type="checkbox"/> On Campus Professional Development or attendance at the Professional Issues Conference on campus (Proof of Attendance Required) - <b>\$25 per hour 4 hour maximum. Director of TLS must approve.</b></p> <p>Please list name of course: _____</p> <p>Please list dates attended: _____</p> <p><input type="checkbox"/> New Hire Mentor Training - <b>\$25 per hour \$100 maximum per year.</b></p> <p><input type="checkbox"/> Serving on the College's Strategic Planning Committee - <b>\$25 per hour</b></p> <p><input type="checkbox"/> Senior Adjunct acting as a New Hire Mentor - <b>Up to \$100 per mentoring assignment;\$50.00 per semester with an additional \$25 per semester if assignment is extended to a third (3<sup>rd</sup>) or fourth (4<sup>th</sup>) semester to a maximum of \$150. A separate form must be completed for each new mentor assignment.</b></p> <p><input type="checkbox"/> Senior Adjunct Classroom Observer - <b>\$50 per observation.</b></p> <p>Adjunct Governance Compensation shall be paid on the following schedule:</p> <p><input type="checkbox"/> Attending a Divisional or Faculty Organization Meeting (<b>Senior Adjuncts &amp; Probationary adjuncts elected as delegates to Faculty Organization Mtgs</b>) - <b>\$50.00</b></p> <p><input type="checkbox"/> Attending a Faculty Organization Meeting as an elected Adjunct Delegate (<b>Senior or Probationary Adjuncts</b>) - <b>\$50.00</b></p> <p><input type="checkbox"/> Serving on a standing or ad hoc committee meeting twenty (20) hours or more per semester - <b>\$500.00 for each semester of service. (Senior Adjuncts only)</b></p> <p><input type="checkbox"/> Serving on a standing or ad hoc committee meeting between ten (10) and nineteen (19) hours per semester - <b>\$250.00 for each semester of service. (Senior Adjuncts only)</b></p> <p><input type="checkbox"/> Serving on a standing or ad hoc committee meeting between five (5) and nine (9) hours per semester - <b>\$150.00 for each semester of service. (Senior Adjuncts only)</b></p> <p><input type="checkbox"/> Serving on a standing or ad hoc committee meeting less than five (5) hours per semester - <b>\$100.00 for each each semester of service. (Senior Adjuncts only)</b></p> <p><input type="checkbox"/> Serving on a Continuous Process Improvement Team or College Task Force- <b>\$1,000 for each semester of service. (Senior Adjuncts only)</b></p> <p><input type="checkbox"/> Sitting on the Faculty Senate, Academic, Operations, or Coordinating Council - <b>compensation will be equal to 47 contract hours at the Senior Adjunct's current lane and salary step; Senior Adjuncts with non-teaching assignments will be compensated from the teaching salary scale for these duties. Payable over Fall/Winter semesters. (Senior Adjuncts only)</b></p>	<p>Hours: _____</p> <p>or</p> <p>Semester: _____</p> <p>Ex: WI 14, SP 14</p>
<p><b>Reimbursement paid through Accounts Payable (GL # 13-00-000-5407-218615) - \$100 maximum per year.</b></p> <p><input type="checkbox"/> Conference Registration (Proof of Attendance, Date of Attendance, and Receipt Required). One conference per year.</p> <p><input type="checkbox"/> Purchase of Books/Periodicals/Software or Membership Dues for Professional Organizations (Receipt Required)</p>	

Description of Professional Development Activity and Relevance to Employee's discipline and to the goals of the College:

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Approval \_\_\_\_\_

Associate Dean/Division Director \_\_\_\_\_ Date \_\_\_\_\_

Director of TLS \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

For HR/Payroll Use Only:

Amount paid:

Date sent to Payroll/Accts. Payable:

xc: Associate Dean, Employee, Human Resources, Payroll/Accts. Payable;

**Reimbursement Guidelines – To prevent a delay in processing, please make sure that you are completing the current reimbursement form. Incorrect/Incomplete forms will be returned for resubmission.**

The form should be approved by the Associate Dean (AD) PRIOR to the event taking place with the exception of items # 1 – Preparing to Teach On-line, #2 – On-Campus Professional Development & #6 – New Hire Mentor Training.

Once approved by the AD (if necessary), the employee should take the form to the event (#2, #5, #6, #7, #8 below).

The Committee Chair, CTEI Director, Program Director, will sign the form, indicate the number of hours attended, and return approved form to the employee.

The employee will return the form to HR for processing.

1. Preparing to Teach On-line – the form will be completed and returned to HR. The AFO member does not need to do anything.
2. On Campus Professional Development - form needs to be completed by AFO member and approved by the CTEI or Program Director before sending completed form to HR for approval.
3. Conference Registration – form needs to be completed by AFO member and approved by Associate Dean/Director with proof of attendance, date of attendance, and original receipt required before sending completed form to HR for approval.
4. Purchase of Books/Periodicals/Software or Membership Dues for Professional Organizations - form needs to be completed by AFO member and approved by Associate Dean/Director with original receipt required before sending completed form to HR for approval.
5. College Organization Committee- form needs to be completed by AFO member and approved by Associate Dean/Director AND Committee Chair with name of committee and if hourly or per semester before sending completed form to HR for approval. If hourly, list total number of hours.
6. New Hire Mentor Training - form needs to be completed by AFO member and approved by the Program Director before sending completed form to HR for approval.
7. Senior Adjunct acting as New Hire Mentor (not less than two (2) semester and extended by mutual agreement) - form needs to be completed by AFO member and approved by Associate Dean/Director with name of probationary adjunct that the senior adjunct is mentoring before sending completed form to HR for approval. A separate form must be completed for each new mentor assignment.
8. Senior Adjunct Classroom Observer - form needs to be completed by AFO member and approved by Associate Dean/Director before sending completed form to HR for approval.
9. The total number of hours should be listed so the employee is reimbursed the correct amount for the following areas:
  - On-Campus Professional Development
  - College Organization Committee
  - New Hire Mentor Training
  - Senior Adjunct acting as New Hire Mentor
  - Senior Adjunct Classroom Observer

Revised: January 2016