

Application Form for Extended Professional Development Program

Cover Sheet:

_____	_____	_____	_____
Date	Name	Title	Dept.

Please answer the following questions:

1. Have you ever participated in an Extended Professional Development Program? Yes No
If so, when? _____
2. Will your proposed program occur outside Oklahoma City metropolitan area? Yes No
3. Have you read and do you agree with the terms of the "Benefits" provisions attached? Yes No

THE DEADLINE FOR SUBMITTING EXTENDED PROFESSIONAL DEVELOPMENT PROGRAM APPLICATIONS TO YOUR SUPERVISOR IS FEBRUARY 6th

Please provide the proposed dates, length of program and compensation option requested

(Example: "This program will occur August 20, 2007 - December 15, 2007, for one semester at full salary.")

PLAN: Provide a full description of the proposed Extended Professional Development Program, including the following information in your plan. As you prepare this plan, it is strongly recommended that you consult with your department chair/supervisor and/or dean/manager prior to the February 6th deadline to address any issues or to provide additional information or clarification regarding the proposed plan.

1. **Need for Program** - how does your plan meet the need for your professional growth and development as well as benefit the students, colleagues and College?
2. **Description of Overall Plan** - a detailed course of action that is consistent with the statement of purpose of the program. Include how duties of your position may be accomplished during the program period.
3. **Anticipated Outcomes** - what do you plan to accomplish and how will you measure it? Describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcomes; and/or student outcomes.
4. **Evidence of Completion** - describe what evidence you will submit to demonstrate achievement of your outcomes.
5. **Timeline** - what is the timeline for accomplishing your objectives?

Signature of Applicant

The Verification of Eligibility Form from Human Resources is attached. If approved, I agree to comply with all terms and obligations of the proposed Extended Professional Development Program contract.

Signature of Applicant

Date

Recommendations and Signatures: Name of Applicant: _____

Dean/Supervisor Recommendation: Signature _____ Date _____

____ Support ____ Do Not Support

Comments _____

Dean/Supervisor Recommendation: Signature _____ Date _____

____ Support ____ Do Not Support

Comments _____

President's Cabinet Member Recommendation:

Signature: _____ Date _____

____ Support ____ Do Not Support

Comments _____

Extended Professional Development Program Evaluation Committee Recommendation:

Signature: _____ Date _____

____ Recommend ____ Not Recommended

Comments _____

President's Cabinet Recommendation:

Signature: _____ Date _____

____ Recommend ____ Not Recommended

Comments _____

President Approval: Signature: _____ Date _____

____ Approve ____ Do Not Approve

Comments _____

BENEFITS

EXTENDED PROFESSIONAL DEVELOPMENT PROGRAM

It is the intent of Oklahoma City Community College to continue benefits and to continue to pay insurance premiums or contributions within the guidelines established by each provider for those professional employees who have had an extended professional development plan approved.

Annuity – Contributions by the employee and by the College are based on a percentage of earnings. If the employee contributes 1.5% of salary to ING, the College will contribute 4.5% of earnings to ING. The annual maximums declared by IRS will continue to apply. While the College does not make contributions for an individual working less than full-time, the person who has signed a contract and who has an approved extended professional development plan will be considered eligible.

Dental – Delta Dental has a 100% participation rule. That means the College has agreed that all employees will participate and that the College will pay the single monthly premium. Delta Dental is a nation wide company with networks established throughout the United States. If the extended professional development plan will require residence outside the current service area, arrangement must be made in advance to be sure there is a network in the desired area and that there is availability of dentists.

Disability – Continued coverage for disability insurance will be approved on an individual basis. The current policy is based on an educational environment. Disability is also based on salary. A reduction in salary would mean a reduction in coverage and a form would need to be completed to reflect that change. Once an extended professional development plan is approved, the employee must contact Human Resources and the nature of the plan will be provided to Aetna. It will then be determined if the individual will be eligible to continue coverage. The environment and the type of work being performed in the extended professional development plan will be determining factors.

Flexible Spending Accounts–Benefits would continue to be an option for employees who will receive a paycheck each month through the College payroll. The employee who needs to change to the QPOS option will want to take advantage of the tax deferral for health premiums. Flexible Spending Accounts deferred premium payments would continue to be available for dependent health and dependent dental coverage. The employee may also continue to participate in the medical or child care reimbursement program. An individual would need to evaluate salary at the beginning of the fiscal year to ensure ample funds were available for deductions since one cannot change the declaration once it is made.

Health – The current carrier for health coverage is Aetna. Aetna’s eligibility guidelines specify “actively working” or “retired.” To meet this eligibility requirement, the employee must have signed a contract of employment with the College for the period of time to be covered, have an extended professional development plan approved, and the carrier must be notified of this exception by Human Resources. Premiums must be paid through the College’s system.

The employee will need to evaluate the three health options available and make necessary changes as established within the guidelines for open enrollment. Open enrollment occurs in May/June for coverage to be effective July 1 of each year. All forms have to be completed no later than June 10 since premiums are pre-paid in June for July coverage. An employee who elects the HMO plan will have services available only in the service area. If the person is planning to reside outside that service area,

he/she should plan in advance and select the QPOS option which allows for out-of-network services. The same would apply for those individuals who have selected the Health Fund. The employee will assume the added cost of premiums for the QPOS option as does any employee who elects that option. Failure to make this election in a timely manner may cause loss of or reduced benefit coverage. Employees should contact Human Resources to be sure health benefit needs will be met within the established guidelines.

Life - Life coverage is based on earnings. The current plan provides coverage for two times annual salary up to the established maximum of \$300,000. A reduction in salary would necessitate a reduction in coverage. Again, eligibility is restricted to “actively working” employees. Coverage may be extended provided the person has a signed contract on file for the period to be covered, has an approved extended professional development plan, and a copy of that approved plan is filed by Human Resources with Aetna. If there is a reduction in salary, the employee must complete a new enrollment form indicating that change as well. Rates will remain the same.

Basic dependent coverage would continue if the person was enrolled in coverage at the time the plan was approved. Premiums will continue to be the responsibility of the employee.

Supplemental life coverage may continue at one-time annual salary if the employee is enrolled at the time the extended professional development plan is approved. Again, coverage is dependent upon salary and will be adjusted accordingly. The supplemental dependent spouse life coverage is in increments of \$10,000 equal to one-half the employee’s salary. If the employee’s salary should be reduced, the dependent coverage will be adjusted as well. Rates based on age per \$1,000 will continue at a cost to the employee. Forms will need to be completed to document this change.

Teacher’s Retirement – The Oklahoma Teachers’ Retirement System requires a person to work at least half time (20 hours/week) to be eligible to participate. As a result, the College must pay at least one-half the employee’s salary to be eligible to participate.

If the employee’s approved plan is for one semester with full pay, the employee will not need to take any action. However, the employee who elects to receive one half pay for the year will need to consider that he/she will receive only a one-half year credit toward service unless the employee files a written request with OTRS prior to July 1. This request is a declaration of the employee’s intent to purchase service to earn a full year of membership. Contributions will be made by the employee to cover the difference between the previous year’s earnings and the contributions the College will make for one-half year of service. If this action is not taken prior to the beginning of the Extended Professional Development Plan, the employee will not have the option at a later date to pay the difference to earn a year of service.

The College’s contribution is based on earnings and, as a result, the difference due OTRS would be the responsibility of the employee. It will be necessary to make the declaration in a timely manner and to make payment within established guidelines. These payments may be tax deferred.

Tuition Waiver – An employee and his/her dependents may continue to take courses on campus during the period of extended professional development. An employee may use the tuition reimbursement program for courses at institutions outside the College during the extended professional development period. The program must be approved prior to courses beginning. The tuition waiver processes and limits remain the same.

Vision – This is a discounted fee for services benefit. It is not vision insurance and as a result is restricted to those local providers who have agreements with the specific carriers. If the employee on extended professional development leave is planning to reside outside the service area, the employee may elect to have vision care completed prior to leaving the service area. This service is restricted to only those local providers who have agreements with the carriers, Aetna or Delta Dental.

Worker's Compensation – The employee is covered under Worker's Compensation for that time paid by the College. The College is required to make contributions based on all earnings. If the employee has a reduction in salary, then coverage would be reduced accordingly. The employee must be performing a task listed in his/her job description or performing a duty which is part of his/her normal workload. If a work-related injury or medical condition developed in the normal line of work, the weekly earnings would be based on the salary paid at that time. If the employee's salary was reduced to one-half, then the benefit would be one-half the weekly earnings.

LEAVE

Leave – Sick leave, personal leave, and vacation leave will accrue while an employee is on extended professional development plan. Requests to use available leave will need to specify increments of full days.

Holidays – An employee must be in a 12-month position to be eligible for holiday pay. An employee who is on extended professional development plan will be eligible for holiday pay in proportion to the plan's agreement. If the individual has applied for full pay for the semester, he/she will be eligible for holiday pay that falls within that period of time. If the person is on a plan for a year with one-half pay, then the person will be eligible for one-half pay for the holidays that fall within the plan period.