

Procedures for Requesting Incentive Payment Under APSCUF/PASSHE CBA, Article 40

Faculty members who think they are entitled to Incentive Payment under the provisions of Article 40 of the APSCUF/PASSHE Collective Bargaining Agreement (CBA) should use the following procedure in order to obtain approval and payment of the incentive funds:

A faculty member who thinks he/she is entitled to incentive payment should submit the [Request for Payment of Faculty Incentive Funds Form](#) to his/her department chairperson. In addition to the form, the faculty member must submit either copies of travel authorization forms for the travel completed or, if a personal automobile was used, copies of the travel expense vouchers submitted for reimbursement of the travel. No payment will be processed for requests which do not have appropriate back up to substantiate the travel which occurred. (Only travel for instructional purposes is eligible for Incentive Funds.)

Mileage will be calculated based on the Commonwealth Travel Regulations, the same process used for travel reimbursement. (See <http://www.clarion.edu/admin/travel/index.shtml>.)

After obtaining approval of the department chairperson, the form should be forwarded to the following individuals, in order: appropriate Dean/Executive Dean, Assistant Vice President for Academic Affairs – Extended Programs, and Office of Human Resources.

No payment will be processed until approval is obtained from all listed parties. And, no payment will be made to a faculty member until the semester in which the travel related to incentive payments is completed.

For faculty who request the incentive money be provided as cash, the Office of Human Resources will retain the paperwork and process the request for payment on the first available pay date after all approvals have been obtained.

For faculty who request the incentive money be provided as Professional Development money, the Office of Human Resources will forward the form to the Comptroller's Office, who will complete a SAP account application creating a separate rollover account for each faculty member electing this option. A copy of the completed SAP account application will be returned to the faculty member and the dean.

The SAP account will be set up in the name of the faculty member and all funds initially budgeted in the Other Expense pool line. In order to fund the account, the dean/executive dean (or his/her designee) will be required to enter a budget transfer request in SAP.

After the faculty member's department secretary enters the requisition to expend the funds for services, supplies, or equipment into the SAP system, the dean will electronically access the requisition and provide his/her required electronic approval if the request is approved. If the request can not be approved for any reason, the dean will contact the faculty member as soon as possible.

If the professional development funds are to be used for travel, the faculty member may obtain funding by submitting a Travel Approval Request form with the appropriate SAP account number identified on the form. Also, at the conclusion of his/her travel, the faculty member should complete a Travel Expense Voucher utilizing the same SAP account number.

In order to assure proper fiscal year budgeting, faculty members are encouraged to submit any request for payment (cash or professional development) no later than June 1 of the appropriate academic year.

At the end of the year, Finance and Administration will provide the Provost with a complete report of such incentive payments.

February 8, 2000

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REQUEST FOR PAYMENT OF FACULTY INCENTIVE FUNDS FORM

Faculty Member: _____

Employee Number: _____

Department: _____

Semester and Year Travel Occurred: _____

Purpose(s) of Travel: _____

(Note: Only travel for instructional purposes is eligible for Incentive Funds.)

Travel From: _____ to _____

Round Trip Miles per Trip: _____ Number of Trips: _____

Total Miles Claimed: _____

Payment Option: Cash Professional Development

_____ SAP Fund/Fund Center

Based on selected option amount of payment (see chart below): _____

This form must be submitted with copies of either the University Travel Authorization Forms for each trip claimed or the Expense Reports submitted for each trip. No request will be processed without one of the above noted items.

Faculty Member Signature _____
Date

Department Chairperson _____
Date

Dean/Executive Dean _____
Date

Assistant VPAA, Extended Programs _____
Date

Assistant Vice President for Human Resources _____
Date

Comptroller (For Professional Development requests only) _____
Date

Processed: _____ By: _____

Payment Chart (As per the CBA, Article 40)

<u>Cumulative Miles Traveled</u>	<u>Cash Payment</u>	<u>Professional Development</u>
500 Miles or Less	0	0
501-1,500 Miles	\$375	\$500
Over 1,500 Miles	\$750	\$1,000

Note: No incentive shall be paid for teaching locations within 15 miles of the faculty member's home or the University, whichever is closer (as per the CBA, Article 40).

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