



KEAN FEDERATION OF TEACHERS

An Association of Professors, Professional Staff and Librarians

Local 2187, American Federation of Teachers

Kean University, Union, N.J. 07083

Phone 908 737-3925 Fax 908 737-3929

Letter of Agreement (LOA) # 179

Professional Staff - Funds for Professional Development

LETTER OF AGREEMENT # _____

PROFESSIONAL DEVELOPMENT FUNDS FOR PROFESSIONAL STAFF

In order to promote amicable employer-employee relations, Kean University (the University), and the Kean Federation of Teachers, Local 2187 (“the KFT”) hereafter, “the parties”, hereby agree as follows:

I. PURPOSE

1. The purpose of this letter of agreement is to provide professional staff employees with professional development opportunities that increase their skills and enhance their contributions to the university. An employee’s work performance is vital to the success of the university. Providing professional development is an investment in their careers and the university’s future.

II. TERMS AND CONDITIONS

1. The University shall create an application process for a professional staff member in the KFT bargaining unit, that has completed at least one year of university service, to apply for up to \$1,000 for professional development purposes per fiscal year.
2. This amount may be exceeded upon approval by the supervisor and the Kean University Budget Office. Unused professional development funds do not carry onto the next fiscal year.
3. An application form will be created by management in consultation with the KFT for professional development funds.
4. The professional development funding request can be initiated at the request of the employee or management.
5. The application and requests for funding (“Application”) must be submitted to the employee’s immediate supervisor. The Application must be submitted seven weeks in advance of the anticipated event and are subject to approval by the employee’s immediate supervisor within two weeks of submission. Less notice for a request in funding is permissible in the event of emergent circumstances and the approval of the employee’s supervisor.
6. Professional staff granted a request for travel funds must comply with the Travel Policy. Kean University policy requires all travel to be pre-approved 5 weeks prior to travel. Please see manual for detailed information, including required forms to be completed and submitted.
<https://www.kean.edu/offices/human-resources/travel-manual>

7. Prior to applying for the foregoing funds, the employee shall insure that resources to accomplish the same goal are not available at the University's Human Resource website.
<https://www.kean.edu/offices/human-resources/professional-development-and-training-resources>.
8. All expenses must be itemized, and receipts provided.

III. DEFINITION OF PROFESSIONAL DEVELOPMENT


1. Professional certification, recertification for a task relating to their university employment.
2. Fees and travel expenses for professional conferences, conventions, courses supporting professional development, professional meetings, residencies, seminars, training, or workshops relating to their university employment.
3. Fees, materials and services for exhibitions and projects relating to their university employment.
4. Professional organization membership relating to their university employment.
5. Purchase of software and/or professional training in software and other technology relating to their university employment.
6. Subscriptions to professional publications or services relating to their university employment.
7. Webinars relating to their university employment.
8. Any other professional development activity relating to their university employment that is not included in the Human Resources Professional Training and Resources page
<https://www.kean.edu/offices/human-resources/professional-development-and-training-resources>

IV. Disclaimers

1. This Letter of Agreement shall go into effect on January 1, 2025.
2. This Letter of Agreement is subject to review by either party by either party after one year from the date of implementation by providing written notice.
3. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.
4. This Letter of Agreement shall not serve to amend, modify, or change the existing terms of the parties' Collective Negotiated Agreement.

In WITNESS HEREOF, the University and the Kean Federation of Teachers, Local 2187 have acknowledged their understanding of this Letter of Agreement and affix their signatures below.


For the University:



Zahra Estrella-Chambers (Jul 16, 2024 20:24 EDT)

Date: July 16, 2024

For the KFT:



Frank Argote-Freyre (Jul 17, 2024 08:36 EDT)

Date: Jul 17, 2024