

SALARY/PROGRESSION/TRAINING & CERTIFICATION APPLICATION

This form must be submitted to the Employment Services Office after completion by the Supervisor.

1. With all information completed entirely;
 2. With all required signatures; and
 3. No later than the first day of class.
- Funds are disbursed on a first come - first served basis.

FOR UHR USE ONLY	
Amt Rsv	_____
Amt Paid	_____
Date	_____

Click on line and begin typing.
Tab from field to field

PART I - PERSONAL DATA

Employee Name _____ Employee Group _____ Grizzly ID _____
 Position Title _____ Department _____
 Telephone _____ Supervisor _____ Class Status: FR/SO JR/SR GRAD Other _____

PART II - COURSE DATA

Institution _____ Location _____
 Date Semester Begins _____ Date Semester Ends _____
 Total Credits _____ Cost Per Credit Hour _____ Total Tuition _____

COURSE TITLE & NAME	COURSE#	CREDITS	CLASS MEETING DAY/TIME

The course (s) listed above are:

- | | | |
|--|-----|----|
| Directly related to my current position. | Yes | No |
| Related to progression in my current position. | Yes | No |
| Part of an approved associate degree program. | Yes | No |
| Held during my regular work schedule. | Yes | No |
- If yes, please specify the hours in class _____

I understand the obligations set forth by Oakland University and my union contract or policy manual. I further understand that failure to comply with these obligations may result in a denial for reimbursement and may entail a payroll deduction for tuition repayment. Additionally, I accept responsibility for submitting to the Employment Services Office or my Department, within 20 days after completing a course other than at Oakland University, the following: 1. Evidence of tuition charges; 2. Evidence of payment; 3. Evidence of successful completion. I hereby authorize Oakland University to deduct from my earnings an amount sufficient to repay the Career Development Fund for unfulfilled obligations.

Employee _____ Date _____ Acknowledgment of Supervisor _____

PART III – SUPERVISOR DATA

Is the course(s) listed above part of a progression program for the employee? Yes No
 Identify the program the employee is currently working on: _____

Which account should this course(s) be charged to: *(See Definitions of each account on page 2 of this document.)*

Dept Account – 33.1(a) Identify Fund No. _____ Amt. _____
 17095 - 33.1(b) Amt. _____
 95660 (LOA) _____ Amt. _____

Acknowledgment of Supervisor _____

PART IV – EMPLOYMENT DATA

Employment Services _____ Date _____

DEFINITIONS

Funded by Department

Courses taken to satisfy the specific requirements of a particular skilled trades or groundskeeper/greenskeeper training program in order to progress through the classification levels up to and including an associate's degree in the respective training program.

(Refer to OUCMT contract paragraph 33.1(a))

If a course taken is being reimbursed partially from the Department Account and partially from the Letter of Agreement, note the amount covered by each under **Supervisor Data**.

Funded by OU Contribution

Courses taken by OUCMT employees who aspired to move into another classification. Example, a Custodian who wants to take classes to become an Electrician. \$2,000, contributed by OU each calendar year will be available from this fund.

(Refer to OUCMT contract paragraph 33.1(b))

Funded from OUCMT Training Fund Balance

Courses taken outside of Oakland University and not covered by the above. \$2,000 will be contributed each year from the remaining OUCMT Training fund for this purpose.

(Refer to OUCMT Contract Letter of Agreement)

If a course taken is being reimbursed partially from the Department Account and partially from the Letter of Agreement, note the amount covered by each under **Supervisor Data**.