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1982 UNOPA Guidelines for Administratiof Office & Service Staff Develop Funds

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**Guidelines for the Administration
of UNL Office and Service Staff Development Funds
with the University of Nebraska Foundation**

- UNOPA Executive Board, 1981-82
January, 1982
- Revisions February 1984
- Revision August 1985

History of Funds

Through the efforts of the University of Nebraska Foundation, the Nebraska Campaign of 1979, and the Faculty/Staff Campaign of 1980, the University of Nebraska Office Personnel Association (UNOPA) has the responsibility for the administration of the UNL Office and Service Staff Development Fund (CD 2344) and the UNOPA Fund (CD 2484). The expenditure of these funds is to our discretion, the only stipulation being the "expenditure of the funds benefit the University of Nebraska." The 1981-82 UNOPA Executive Board unanimously agreed that these funds should be expended to enhance the professional growth of the office and service staff of the University of Nebraska-Lincoln.

Administration of Funds

This development fund money is to be administered using the following recommendations:

1. Monetary support to workshops/seminars presented by UNOPA:
(dollar amount at the discretion of the Executive Board)
 - a) travel expenses for out-of-town presenters
 - b) honoraria for presenters
 - c) publicity, room rental, other expenses

2. Monetary support of attendance at workshops/seminars other than presented by UNOPA:
 - a) registration fees (75% up to \$25)
 - b) portion of travel expenses (dollar amount at the discretion of the Executive Board) (50% up to \$30)
 - (1) partial reimbursement of commercial fare
 - (2) mileage (using the same computations as the current University reimbursement)
 - c) portion of lodging expenses (dollar amount at the discretion of the Executive Board) (50% up to \$30)

3. Monetary reimbursement for expenses incurred for improvement of skills and on-the-job performance which is not reimbursed through other means: (75% of the cost)
 - a) Community classes
 - b) correspondence/extension classes
 - c) classes offered through other higher education facilities/groups

The review board for applications will consist of the current UNOPA Professional Growth chairperson and the UNOPA past president meeting quarterly to review applications and select recipients, with final approval of chosen recipients by entire UNOPA Executive Board. To allow maximum

sharing in the benefits of this fund, support will not be granted the same individual in two consecutive years, eligibility being on a year-to-year basis. A yearly report of monetary expenditures will be furnished the University of Nebraska Foundation by the review board through the current UNOPA president. A specific dollar amount will be set for use for each fiscal year. The priorities for use being: 1) University-sponsored professional growth activities, 2) professional growth activities in Lincoln, and 3) professional growth activities outside of Lincoln.

Requirements for Applying

- 1) If professional growth activity is during normal working hours, receive written approval from immediate supervisor to participate in the activity, recognizing that no overtime will be paid for this participation.
- 2) Send a letter, and above approval if needed, stating how much money has been spent, for what purpose, and how it will benefit your on-the-job performance or personal career growth.
- 3) Send a copy of the literature (flyer, brochure, etc.) describing the activity you attended.
- 4) The Executive Board will meet quarterly to review all applications and approve for monetary support those recipients as forwarded by the review board (as described above).
- 5) Send all above to the current Professional Growth chairperson (see current newsletter for listing of name and address).

The current UNOPA President will request, in writing, the check(s) from the University of Nebraska Foundation, to the attention of Mr. Edward J. Hirsch, Vice President of the University of Nebraska Foundation, specifying the name of the recipient and the dollar amount for each check to be issued, with a brief statement outlining the purpose for choosing the recipient.

Approved by:

Lorraine Childers

President, UNOPA, 1981-82

January 7, 1982

Date

Voted on and approved by UNOPA membership on:

January 11, 1982

Date

Revisions approved by Executive Board,
February 23, 1984 and August 27, 1985.