

Vendor #:  
\_\_\_\_\_

**Northwestern Connecticut Community College  
Administrative Clerical (NP-3) Bargaining Unit  
Article 11A – Tuition & Conference Funds**

Such workshops, seminars or conferences must be educational and beneficial to the employee and the agency and shall not include steward training. A maximum of \$400 shall be allotted for any one attendance; each contract year. No employee will attend more than two (2) conferences, workshops or seminars per year. These funds shall be used for payment of fees and/or travel expenses, including such items as meals or lodging.

\*\* Every effort shall be made by the State to allow participation in said workshops, seminars and conferences. Selection of employees shall be by mutual agreement of the Union and the State.

\*\* Upon approval of a request under this section by the Union and the agency head, such request shall be forwarded to the Comptroller at least two (2) weeks in advance of the event.

\*\* Employees who attend these activities may be requested by management to prepare reports and/or make a presentation on the events and information acquired.

Name _____	Date _____
Title _____	Amount Req. \$ _____
Academic Year _____	

Date of Activity	Description of Activity	Educational / Service Contribution to the College	Approved	Denied
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**\*\*Please attach specific information (brochures, etc.) to your application, including office coverage recommendation.**

Manager:	Date:
Dean:	Date:
President:	Date:

Employee Signature