

SPRING 2016 Deadline for submission November 30, 2015, applications must be postmarked no later.

TO: 1199 Bargaining Unit Members (P-1 or NP-6)
FROM: Education and Training Committee
DATE: SEPTEMBER 28, 2015
SUBJECT: **CAREER MOBILITY GUIDELINES, SPRING 2016**

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY.

CONTRACT JUSTIFICATION

Article 35 of the District 1199 Health Care Employees Union Contract includes a Career Mobility Fund for NP-6 and P-1 Employees who require release time with pay to take courses for a higher education degree.

PLEASE NOTE: The Career Mobility Fund is administered as follows:

- **Degrees must support healthcare related agency services.**
- **Applications from both traditional and/or distance learning accredited programs will be considered.**
- **Release time with pay may be granted to attend courses and /or to travel that conflicts with 1st or 2nd shift work schedules.**
- **In the case of 3rd shift, release time may be granted for sleep, up to a maximum of 2 days per week, as classes may not conflict with work**
- **Release time may be granted for up to a maximum authorization of 3 days per week or the equivalent number of hours over the course of the semester**
- **Release time is not granted for study time.**
- **APPLICATONS WILL BE CONSIDERED CONTINGENT UPON AVAILABILITY OF FUNDS.**

GENERAL ELIGIBILITY REQUIREMENTS

In order to be considered for Career Mobility hours an applicant must have:

- A minimum of **five** years state service by completion of the semester for which you are applying.
- A minimum of either **five** courses or 15 credits for an Associate's or Bachelor's degree and for a Masters degree and/or doctoral degree, either a minimum of **three** courses or 9 credits.
- Transfer credits toward current degree must be reflected on a transcript or on an official letter from the school.
- A **current** minimum **2.5** cumulative average or a letter indicating good academic standing for an LPN
- A **current** minimum **2.5** cumulative average for an Associate's or Bachelor's degree
- A **current** minimum **3.0** cumulative average for a Master's degree or other advanced degree.
- Career Mobility release hours granted for part-time employees will be pro-rated.

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EXCEPTIONS/WAIVERS TO GENERAL ELIGIBILITY REQUIREMENTS

(Revised June 26, 2014)

1. Students pursuing any of the following nursing degrees:
 - LPN—Course / credit requirements waived and 3 years of state service completion of the semester for which you are applying are required.
 - RN—for individuals pursuing **their initial** RN degree only, course / credit requirements are waived and 3 years of state service are required.
2. DMHAS employees accepted into the DMHAS MSW cohort program:
 - > Course / credit requirements and years of state service are waived.
3. DDS Case Managers pursuing a Bachelor's degree for QIDP qualifications:
 - > Course/credit requirement and years of service are waived. However, you must have passed Working Test Period.

TRANSCRIPTS

Your application **will not be considered** without your most current transcript or grade report that shows a cumulative average. This should be a copy of your most current transcript or grade report of all completed courses pertinent to the degree you are pursuing. A transcript or grade report must be submitted with each application. Transcript or grade reports printouts without school identification information and all completed courses are not acceptable. Transfer credits toward current degree must be reflected on a transcript or on an official letter from the school.

Transfer students

Applicants whose current transcript indicates a cumulative grade point average below 2.5 for an Associate's or Bachelor's degree or 3.0 for graduate students and contains transfer credits from other school/s are advised to include all previous transcripts as applicable. Such applicants will be considered on a case by case basis, based on prior academic performance and transferred credits applicable to the degree they are pursuing.

TUITION REIMBURSEMENT

Participation in this program does not preclude eligibility for tuition reimbursement. A separate application must be completed for tuition reimbursement and should be submitted to your agency tuition reimbursement officer as soon as possible. Contact your tuition reimbursement officer at your local Human Resources office for more information and forms.

PROCEDURES

Application forms can be obtained from your agency Human Resources office and union delegates.

The deadline for submission is NOVEMBER 30, 2015 – Applications must be postmarked no later.

It may be possible to obtain specific dates and times prior to school course calendars being published. Check with your faculty advisor, registrar, department chair or professor to obtain specific information.

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Application must be signed by both the employee and his/her immediate manager. *This is the first person outside the employee's bargaining unit who is on the managerial pay plan.* (This is NOT an NP-6 or P1 employee. Call your agency Human Resources office if there are questions as to who this person is.) An “agency input” section is included for the manager to complete. The manager may wish to consult with the employee’s supervisor.

**It is the employee’s responsibility to submit 6 complete, collated and stapled copies; double-side the printing when possible. All applications must be mailed and be POSTMARKED NO LATER THAN NOVEMBER 30, 2015
APPLICATIONS MUST BE MAILED TO THE FOLLOWING ADDRESS:**

THELMA BALL Chairperson Education and Training Committee 325 MARGARITE ROAD MIDDLETOWN, CT 06457

~ A copy of the application MUST also be submitted to your facility head.

Please contact any committee member if you have questions about the program, process, or application.

DOC/UCHC	Keisha Johnson	(860) 814-4859
DOC/UCHC	Ron LaBonte	(860) 240-1935
DDS	Daimar Ramos	(860) 418-6121
DDS	Patty Daniels	(203) 514-3227
DDS	Deborah De Vivo	(860) 263-2654
DMHAS	Eartha Henry	(860) 293-6399
DMHAS	Edra Knight	(860) 418-6866
DPH	Deb Lyons	(860) 509-7180
DCF	Victoria Brothers	(860) 704-4087
DCF	Theresa Kennedy	(860) 704-4010

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NP-6/P-1 CAREER MOBILITY/PRACTICUM APPLICATION

Read Accompanying Guidelines Contained in Distribution Letter Before Completing Application

For your convenience, a checklist of the required items for a complete application package is included below

CHECKLIST

Failure to submit all items listed in the checklist will result in rejection of your application.

- A copy of this application was sent to my facility head
- Current application forms
- Work and Class calendar schedule
- Attach transcript or grade report (must include your cumulative grade point average), all completed courses, and courses currently in progress.
- NURSING STUDENTS ONLY: Attach official documentation of application to Nursing Program indicating acceptance or wait list status into program, unless completing prerequisites.
- DISTANCE LEARNING STUDENTS ONLY: Attach proof of required log-on times that conflict with work. (course catalog description, signed letter on letterhead from college or school, etc.)
- Management input section completed and signed by your immediate manager (non-union state employee)
- Employee signature on page 5 and management input page.
- One (1) ORIGINAL and FIVE (5) COLLATED AND STAPLED COPIES** of the entire package.
XEROXING IS NOT AVAILABLE AT DROP OFF SITE.
- Failure to submit report of hours for the last semester (s) completed will jeopardize this application.

Call your E & T Committee representative if you have any questions.

In order to save paper: PLEASE READ BUT DO NOT SEND THIS AND ALL PREVIOUS PAGES.