

Classified Employee Opportunity Fund Policies and Procedures

Classified Employee Opportunity Fund – Funds are donated by the K-State community (staff, faculty, students and friends of K-State) through the annual All-University Campaign. Donations are deposited into a foundation account (C-21151) and managed by the Office of the Vice President for Administration and Finance (VPAF). Funds are donated to help with academic achievement, work expenses not funded by their department or to reward outstanding leadership on behalf of classified employees.

Any K-State classified employee may request a personal reimbursement for up to 25% of qualified expenses, not to exceed \$100. The number of awards may be limited due to the number of requests received and/or the amount of funds available. Original receipts must be provided for all personal reimbursement requests. Opportunity Funds may be awarded to classified employees for the following circumstances:

1. **Text books** for classified employees enrolled in a class taken for academic credit. The applicant must provide the original textbook(s) receipt and a copy of their class schedule with the application form.
2. **Office equipment/Supplies/Tools** to be used by a classified employee to help them perform their job duties. Requests should be limited to items the employee's department is unable to purchase.
3. **Professional Development** - Expenses incurred by classified employees for seminars or conferences attended to improve current work skills. Requests should be limited to items the employee's department will not reimburse.
4. **Classified Opportunity Fund Meritorious Service Award (\$200)** - Funds may be awarded to classified employees who demonstrate exceptional leadership and/or extraordinary effort in their position which proves to be a valuable service to the K-State community. Self nomination is prohibited. Faculty, staff or students may nominate a classified employee for this award.

The Classified Senate President will be responsible for appointing five classified employees and one advisor to the Classified Opportunity Fund Committee. Committee members should begin their terms on July 1 and end on June 30. If a member of the Committee resigns, the new appointee shall serve the remainder of the original member's term. The Committee must have 100% quorum to approve allocation requests. Committee membership shall include:

1. One Classified Senator serving as Chair of the committee for a one-year term.
2. Two Classified Senators to serve a two-year term. For the first year of this committee, one Senator would serve a one-year term while the other Senator would serve a two-year term. All appointments will be for two-year, staggered terms after the first year.
3. Two at-large (non-Senators) classified employees to serve a two-year term. For the first year of this committee, one at-large member will serve a one-year term while the other at-large member will serve a two-year term. All appointments will be for two-year, staggered terms after the first year.
4. An Advisor, non-voting member, shall be appointed by the Classified Senate President for as long as the individual is willing to serve in that capacity or if the President of Classified Senate chooses a new Advisor. The role of the Advisor is to give the Committee a historical reference on past decisions.

The Classified Opportunity Fund Committee shall meet at least two times per year to review applications (October and March). The Committee may find it necessary to meet more often depending on the volume of applications received throughout the year. The Committee shall submit a report to the Classified Senate Treasurer after each allocation session. The report should include the number and total amount of awards approved by the committee within each of the four categories listed above (employee names to be excluded). Personal information on award recipients should be kept confidential by the Committee with the exception of anyone receiving the Classified Opportunity Fund Meritorious Service Award. The report should be used by the Treasurer to keep Classified Senate informed; however, this Committee has discretion to allocate funds without seeking approval from Classified Senate.

This document should be reviewed by the Committee on an annual basis for revisions. Changes to this document must be approved by majority vote of the Classified Senate.

(original document, 2/17/09)