

MEMORANDUM

TO: University Faculty

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs

DATE: January 21, 2020

**SUBJECT: CBA ARTICLE 40 INCENTIVE / PROFESSIONAL DEVELOPMENT
FUNDING FOR TEACHING AT OTHER LOCATIONS**

If you are a regular faculty member (i.e., not temporary part- or full-time), your primary work location is at Millersville University and you are teaching a course at a location more than 15 miles away from your home or the university (whichever is closer to the teaching location), you may be eligible for a cash incentive or professional development funding. Student teacher supervision and internship supervision assignments are not eligible for consideration; however, nursing clinical supervision is eligible.

Please note: whether or not you submit a form requesting compensation through Article 40, you are still responsible to submit your travel expense request and voucher for reimbursement in accordance with Millersville University's [Travel Expense Regulations Policy](#) and the CBA (Article 40.B.4, p. 114).

Forms submitted more than 90 days after the last payday for a semester (i.e., for fall 2019 classes, after **April 16, 2020**, and for spring 2020 classes, after **September 3, 2020**) will not be accepted or paid.

A provision in the CBA specifies as follows:

3. In addition to their regular compensation under this Agreement, FACULTY MEMBERS who volunteer to teach at other teaching locations or are assigned in accordance with 2. above may elect one of the following incentives, except that no incentive shall be paid for teaching locations within fifteen (15) miles of the FACULTY MEMBER'S home or the University, whichever is closer:

<u>Total Cumulative Miles Traveled</u>	<u>Cash Incentive</u>	<u>Professional Development Incentive</u>
500 miles or less	0	0
501-1,500 miles	\$375	\$500
1,501 – 3000 miles	\$750	\$1,000
Over 3,000 miles	\$1,125	\$1,500

If you believe that you qualify for the above incentive / professional development funding, fill out the **Article 40 Teaching Incentive Form** attached. It is also available in the section "Article 40 Incentive for Teaching at Other Locations" on the Provost's webpage "[Information for Faculty](#)." (Scroll about two-thirds down the webpage to locate the Article 40 section.)

One form should be filled out per course, if you are teaching more than one course at another location.

This form may be turned into your dean's office at any point in the semester for your anticipated cumulative mileage through the end of the semester.

Millersville University

Branch Campuses and Other Locations Teaching Incentive Form Article 40

_____	Date
Name _____	Perner # _____
Home Address _____	_____
Department _____	Term/Year _____
Course # and CRN _____	Course Location _____

Qualifications:

- A-No Incentive will be paid for teaching location within 15 miles of the faculty member's home or University, whichever is closer.
- B-Mileage used is whichever is closer, home to site or University to site.
- C-Faculty member volunteered to teach at other teaching locations or was assigned.
- D-Mileage has to exceed 500 cumulative miles.

Mileage Information:

Miles from home to location: _____ Miles from MU to location: _____ Total Cumulative Miles Traveled: _____

Number of scheduled classes: _____ Day(s) of class: M T W R F S U

		501-1,500 miles	1,501-3,000 miles	Over 3,000 miles
CASH		<input type="checkbox"/> \$375	<input type="checkbox"/> \$750	<input type="checkbox"/> \$1,125
PROFESSIONAL DEVELOPMENT		<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,500

Faculty Signature _____ Date _____

Primary Work Location _____

Dean Signature-By signing this form, you are confirming the primary work location and that item C above have been met. _____ Date _____

Please return this form to Dr. Janice Moore, CGSAL, Lyle 214.

CGSAL Signature _____ Date _____

Provost Signature _____ Date _____

HR Signature _____ Date _____

Budget Signature _____ Date _____

IF PROFESSIONAL DEVELOPMENT, SAP NUMBER ASSIGNED _____