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
教学 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 paydate 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:

<table>
<thead>
<tr>
<th>Total Cumulative Miles Traveled</th>
<th>Cash Incentive</th>
<th>Professional Development Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 miles or less</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>501-1,500 miles</td>
<td>$375</td>
<td>$500</td>
</tr>
<tr>
<td>1,501 – 3,000 miles</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Over 3,000 miles</td>
<td>$1,125</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

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.
Branch Campuses and Other Locations Teaching Incentive Form

Article 40

Date

Name

Perner #

Home Address

Department

Term/Year

Course # and CRN

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

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<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
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<td>$1,000</td>
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</tr>
</tbody>
</table>

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 ______________________________

Updated 1/21/20