



## STAFF PROFESSIONAL IMPROVEMENT PLAN

### How to Access Staff Professional Improvement Funds

Forms are available at [www.nic.edu/hr](http://www.nic.edu/hr), click on Benefits.

### Employee Responsibility:

- Fill out the Staff Professional Improvement Plan form.
- Submit to supervisor for approval.
- Submit to the Vice President of your department for approval.
- Once approved by supervisor and VP, submit the Staff PIP form and the Request for PIP funds form to Andrea Woempner, SHE 108. HR will either approve or decline eligibility (also contingent on fund availability). Forms will be returned to the employee.
- If eligibility and fund availability are approved, submit all supporting documents (such as receipts) to Andrea Woempner.
- Submit documentation of activity completion to supervisor (official transcripts, conference brochures, certificates of completion, etc...)

### HR Responsibility:

Verify fund availability, employee eligibility, and return PIP to employee.

Sign off on the payment request and supporting documents.

Send payment request and supporting documents to BO.