

**A few QUICK FACTS about
MSUAASF
Professional Development Funds (PDF)**

- A “pool” of PDF monies, which is shared among all of our members, is received each Fiscal Year (FY), according to our MSUAASF collective bargaining agreement. It is one source of funding available to you as a MSUAASF member for your own ‘professional development’.
- **Allowable specific uses of your PDF are outlined in Article 15, Section A** of the current MnSCU/MSUAASF collective bargaining agreement. The purchases of technology, including hardware, that satisfy the standards of this subdivision are permissible. Professional development funds may not be used to purchase equipment that is necessary to meet the ASF Member’s position requirements. All assets purchased with professional development funds are the property of the ASF Member’s university.
- If you are a MSUAASF employee who was already employed as of July 1 of each fiscal year **OR** are a new MSUAASF member hired in your position by the September Meet & Confer of the current fiscal year **OR** a MSUAASF employee who is hired from a search that was known to be in progress as of the September Meet & Confer **OR** in a fixed-term MSUAASF position with an end date after 12/1/2018, **you are eligible to receive a PDF allocation for the current fiscal year.**
- The total PDF amount is divided equally among our members. **The member allocation for the fiscal year ending 6/30/2019 (FY19) is \$751 per position.** The exact amount varies from year to year and is based on how many positions are either filled, or in the process of being searched/vacant when the allocation is made.
- **The overall MSUAASF PDF allocation to our campus has the same MSU cost center for everyone, account #213030.**
- **Your own personal PDF account balance is identified within the overall #213030 cost center by name.** You can view balance and transaction records at the following website (names listed alphabetically): <http://www.mnsu.edu/busoff/travel/msuaasf/>.
- Funds can carry over from one FY to the next, but balances in excess of \$2,000 require a written utilization plan. The plan should be sent to the MSUAASF Treasurer by the end of that fiscal year (June 30). **Without a plan, the balance is reduced to \$1,500 and no new allocation is given.**
- You are encouraged to keep track of your own account balance as you spend it and the process for using any of the funds to reimburse expenses (as allowable per Article 15, Section A of the current MnSCU/MSUAASF collective bargaining agreement). The reimbursement process is the same as for any other reimbursements (except that it is a special Cost Center). **Overspending is not allowed and you will be required to pay back the amount you overspend. Members who have not resolved any deficit prior to the next distribution will not receive an allocation in that cycle.**
- Contact Tami Galema-Liebl in Business Services at x5006, for any other questions about the account. If you cannot reach Tami and have general questions about PDF, please contact our local MSUAASF treasurer, Marie Sotemaker x1245.
- When members leave MSU, they have the opportunity to bequest/give/will their remaining PDF funds to other ASF members. **If you would like to request that your monies be given to another member(s), an email needs to be sent to the MSUAASF campus treasurer prior to 4:00pm on your last date of employment.**

(Updated 9.14.18)