

Exempt Enrichment Fund

Purpose of the Enrichment Fund

- Assists members to achieve and maintain professional excellence
- Provides for
 - job training
 - travel assistance
 - professional development
- A supplement to a member's
 - personal funding
 - University funding
- Enrichment Fund Selection Committee
 - members of the Exempt Executive (minimum 4 members including Chair and Treasurer)

Enrichment Fund Awards

- Awards
 - contingent upon availability of funds
 - one application per member per fiscal year (May 1-Apr 30)
 - \$500 maximum per applicant subject to annual review
 - award reflects actual expenditures
- Criteria for Selecting Award Winners
 - amount of departmental contribution
 - applicant is actively employed in the Exempt Group (Regular Full-Time Exempt staff member of six (6) months or more or Temporary Full-Time Exempt staff member with a minimum of 24 months in job)
 - applicant must be in an Exempt Group position during the time in which the activity takes place and when the transfer of funds is made
 - innovative ideas with respect to
 - personal growth
 - career development
 - professional development
 - the pursuit of opportunities not available at the University of Guelph
- Preference given to
 - activities that benefit the department and/ or the University

- Application Deadlines
 - March 1
 - September 1
 - in special circumstances, applications may be considered at other times

Selection Process

- Exempt Executive
 - date stamps applications
 - acknowledges receipt of applications
 - prepares a summary sheet of applications
 - makes copies of applications for Selection Committee
- Treasurer informs Committee of Enrichment Fund account balance
- Selection Committee
 - reviews all applications
 - determines if applications meet criteria
 - if yes, grants a dollar value to applications
 - if no, indicates reason(s) for rejection
 - decision of Committee is final
- Exempt Executive emails applicant indicating Committee decision

Transfer of Funds

- Successful applicant sends to the Exempt Office
 - summary of the accomplishments
 - copy of the original receipted expenditures
- Enrichment Fund Selection Committee
 - reviews the receipts/summary
 - determines the actual dollar amount of the award
 - Treasurer issues Enrichment Fund award cheque to applicant (or applicant's home department if the department initially paid for the expenses)

**EXEMPT GROUP
ENRICHMENT FUND APPLICATION**

NAME: _____ **EXTENSION:** _____

HOME ADDRESS: _____

HOME PHONE: _____ **EMAIL:** _____

EMPLOYEE ID #: _____ **POSITION:** _____

DEPARTMENT: _____

REGULAR FULLTIME **TEMPORARY FULLTIME**

DO YOU MEET THE LENGTH OF EMPLOYMENT CRITERIA?: YES NO

AMOUNT REQUESTED: \$ _____ **(MAXIMUM \$500.00)**

AMOUNT OF DEPARTMENTAL CONTRIBUTION: \$ _____

PURPOSE OF FUNDS: _____

DATE(S) OF EXPENDITURES: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

The following sections to be completed by Exempt Office

APPROVED: YES **NO** **DATE APPROVED/REJECTED:** _____

AMOUNT APPROVED: \$ _____ **DATE EMPLOYEE NOTIFIED:** _____

REASONS FOR REJECTION OF APPLICATION/ADDITIONAL COMMENTS:

SIGNATURE OF CHAIR, EXEMPT GROUP: _____

SIGNATURE OF TREASURER, EXEMPT GROUP: _____

DETAILS OF AWARD DISBURSEMENT

ACTUAL AMOUNT OF AWARD DISPERSED: \$ _____

ORIGINAL RECEIPTS ATTACHED

CHEQUE NO.: _____ **DATE ISSUED:** _____ **ISSUED BY:** _____

PAYABLE TO: _____