



FY25 EAP/PDAP Guide for Supervisors

Key guidance and information
to ensure proper EAP/PDAP review and approvals

Office of Human Resources and Strategic Talent Management
Updated October 2024

Purpose of the EAP/PDAP Guide for Supervisors

- The information in this guide is meant to be used as a supplement to the more comprehensive EAP/PDAP Resource Guide, which all eligible employees should read and understand before requesting EAP/PDAP benefits, and [College Policy and Procedure 35001, Compensation Programs](#).
- Supervisors cannot effectively understand or manage the EAP/PDAP process with information in this guide alone.
- HRSTM needs supervisors to be strategic partners in the administration of EAP/PDAP benefits. Please familiarize yourself with the guide and P&P so you can be an additional resource to your team and to ensure accurate and timely processing of EAP/PDAP requests.

What is EAP?

- The Educational Assistance Program (EAP) offers financial assistance for a variety of professional development activities, programs, and services and work-related travel for full-time faculty, administrators, and staff.
- Criteria for EAP is that the activity should help employees:
 1. Improve job-related knowledge and skills to perform more effectively in current job,
 2. Complete a job-related degree-seeking or certification program, and/or
 3. Prepare for a different or higher-level job at the College.
- **Employees can use Tuition Waiver for any MC credit course, even if not related to the current position.**

What is EAP?

- Many employees have personal passions and have entrepreneurial endeavors outside of work for the College, but it is not appropriate to use EAP for personal hobbies or to promote another business.
- **EAP events must be in support of and service to your role at the College, NOT a personal business.**

What is PDAP?

- The Professional Development Assistance Program (PDAP) offers financial assistance for a variety of professional development activities, programs, and services for bargaining part-time faculty.
- Criteria for PDAP is that the **Non-MC activity** should help employees:
 1. Improve job-related knowledge and skills to perform more effectively in current job,
 2. Complete a job-related degree-seeking or certification program, and/or
 3. Prepare for a different or higher-level job at the College.
- **PDAP can be used for any MC credit course**, even if not related to the current PTF discipline, and eligible travel expenses. PTF are not eligible for Tuition Waiver (employees or dependents).

EAP/PDAP Eligibility

- After **completion of six (6) months of employment**, the following employees are eligible for EAP benefits:
 - Full-time faculty, administrators, and staff
 - Full-time temporary staff with benefits
 - Part-time staff are eligible on a pro-rated basis (*i.e.*, 1/2 time = 1/2 benefit)
- Bargaining part-time faculty **that have worked at least nine (9) ESH over the course of two (2) academic years** are eligible for PDAP benefits.
- Non-bargaining part-time faculty, casual temps, and student workers are not eligible for EAP/PDAP benefits.

What is a Supervisor's role in EAP/PDAP ?

▪ **Talk about Professional Development**

- Discussing Professional Development and career goals should be happening on a regular basis.
- **Socialize the idea of how EAP/PDAP and professional development go hand in hand.**
- Support your team by suggesting applicable content that can assist them with reaching their goals and how to use EAP/PDAP benefits to achieve those goals.

What is a Supervisor's role in EAP/PDAP ?

- **Learn and understand the process**
 - Take advantage of the EAP/PDAP resources available to all employees and understand the rules and the process for requesting EAP/PDAP funds.
 - **Ensure your staff is accessing EAP/PDAP resources and that they understand the rules and the process for requesting EAP/PDAP funds. Direct staff to the available resources if they have questions.**
 - Do not offer or promise EAP/PDAP benefits to employees for ineligible events.

What is a Supervisor's role in EAP/PDAP ?

- **Follow the rules and look carefully at what you are approving**
 - Please do not blindly approve EAP/PDAP requests.
 - **All EAP/PDAP requests should be reviewed for accuracy and eligibility BEFORE approval by a supervisor.** For example, make sure the request itself is eligible and that the justification and documentation are complete and appropriate.
 - Ask yourself, “Would I pay for this from my department budget if necessary?” When in doubt, contact [EAP Requests](#) or [PDAP Requests](#) before approving.
 - HRSTM will send back ineligible requests or requests missing key information, which may delay payment to vendors or employees.

What is a Supervisor's role in EAP/PDAP ?

- **Reinforce and socialize the concept of a shared benefit**
 - Though employees are allowed up to a set amount, EAP/PDAP is limited to an overall FY benefit for applicable employee groups.
 - This means that:
 - **Not everyone can participate at the per employee limit. Help shift employees' mindset from entitlement to eligibility.**
 - Everyone has a vested interest to ensure that these funds are being used appropriately and efficiently so that the maximum number of eligible employees can participate.
 - Use of funds should be tied to Professional Development, continuing education or credential requirements, and/or department performance goals.

FY25 EAP/PDAP Allocations

	Part-time Faculty	Full-time Faculty	Bargaining Staff	Non-Bargaining Staff
EAP/PDAP/ employee	\$1,250	\$3,120	\$2,800	\$2,800
EAP Travel/ employee		\$1,800	\$1,250	\$1,250
Total EAP/ PDAP Budget	\$54,000	\$453,522	\$400,000	\$803,798
Total EAP Travel Budget		\$221,850	\$50,000	\$141,650

FY25 EAP Tuition Limits

- Montgomery College will cover the cost per credit taken equal to the University of Maryland, College Park credit rate for in-state tuition and fees for undergraduate or graduate coursework, not to exceed twelve (12) credits in a fiscal year.
- For current UMD undergraduate and graduate Tuition and Fees, visit <https://billpay.umd.edu/costs>.

	In-State Tuition, up to 12 Credit Hours	Mandatory Fees for 9+ Credits (flat rate)	Total FY EAP Tuition Limit/ Overall Max EAP FY25 Limit	Calendar Year Taxable Income
Undergraduate	\$5,043.50	\$861.00	\$5,904.50	\$654.50
Graduate/ Doctoral	\$10,134.72	\$692.50	\$10,827.22	\$5,577.22

Workday EAP Request Demos

- I need MC to **Pay the Supplier (EAP Only)**:
 - Demo Videos:
 - [Create Supplier Request \(Total Time 3:32\)](#) (if applicable)
 - [Step 1 of 2: Create Requisition \(Until 9:57\) and Step 2 of 2: Create Receipt \(Total Time 12:23\)](#)

- I need MC to **Reimburse Me**:
 - Demo Video:
 - [Step 1 of 2: Create Spend Authorization \(Until 10:37\) and Step 2 of 2: Create Expense Report \(Total Time 15:08\)](#)

Workday PDAP Request Demo

- I need MC to **Reimburse Me**:
 - Demo Video:
 - [Step 1 of 2: Create Spend Authorization \(Until 10:00\) and Step 2 of 2: Create Expense Report \(Total Time 16:06\)](#)

EAP/PDAP Training and Resources

- [HRSTM EAP/PDAP Page](#)

- General info and current EAP and PDAP Resource Guides
- Allocation and utilization data by employee type and bargaining status for the applicable fiscal year
- Updated FAQs
- Information about EAP/PDAP Zoom Office Hours

- [Workday Training Page](#)

- Job aids and recordings

- EAPRequests@montgomerycollege.edu and PDAPRequests@montgomerycollege.edu

- Contact HRSTM for general EAP/PDAP inquiries

Have a great Workday!



“The secret to change is to focus your energy not on fighting [about] the old, but on building the new.”
– Socrates

“We got this!”
– Monty

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