

To: Montgomery College Community

From: Kathleen M. Boyer, Interim Human Resources Manager
Sophia L. Mason, Director of Human Resources Business Services
Office of Human Resources and Strategic Talent Management

Subject: **FY22 Educational Assistance Program (EAP) Funds Update**

Date: March 1, 2022

The purpose of this memo is to provide an update on the status of EAP, EAP Travel, and Professional Development Assistance Program (PDAP for part-time faculty) funding for employees for FY22.

The breakdown of EAP, EAP Travel, and PDAP utilization by employee constituency **as of March 1, 2022** is located on the [EAP page of the HRSTM website](#). Please note that continuous updates are posted here.

The EAP and EAP Travel programs are for full-time faculty, non-bargaining and bargaining staff, department chairs, and administrators. The PDAP program is for part-time faculty who meet eligibility requirements.

We will continue to keep the college community informed of the status of EAP and travel funds. Please remember that all travel, whether using EAP or long-distance (departmental) funds, requires pre-approval PRIOR to travel. We understand that some employees attend classes, conferences, etc. at the end of the fiscal year when funds may no longer be available. In an effort to be fair and equitable, funds may be reserved now for classes and various activities by submitting a spend authorization in Workday (for reimbursements) or contacting HRSTM at EAPRequests@montgomerycollege.edu (for prepay requisitions).

All requests must be approved by the appropriate supervisor, including justifications for each request, and supporting documentation is required. EAP requests should be related to an employee's current job, prepare employees for higher-level work and/or another career at the College, or related to a job-related degree program. Requests will be processed in the order they are received. If you have encumbered travel funds but are no longer planning to go on your trip, please contact us as soon as possible so that we may release the funds for others to use.

As a reminder, employees using EAP funds for degree-seeking programs must provide proof of completion of the course and a satisfactory grade. Employees must also show proof of completion for any EAP course, seminar, conference, or workshop they attended. If the course, seminar, conference, or workshop is dropped, if the employee receives a failing grade, and/or if an employee fails to return to and remain at the College for the period of time specified in their applicable Professional Development Leave or Sabbatical Leave Agreement, the employee is responsible for reimbursing the College ([P&P, 35001CP, XIX, A, 5, b](#); [P&P, 35003CP, I, J, 4, c](#); [P&P 35003CP, IV, F, 1, g](#)). Upon completion of any EAP-covered course, seminar, conference, and/or workshop, please email applicable documentation to EAPRequests@montgomerycollege.edu.

If you have any questions, please contact EAPRequests@montgomerycollege.edu. Thank you.