



# **FY24 EAP/PDAP Guide for Supervisors**

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

Office of Human Resources and Strategic Talent Management  
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# 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 and [College Policy and Procedure 35001, Compensation Programs](#), both of which all eligible employees should read and understand before requesting EAP/PDAP benefits
- **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 PandP 35001 so you can be an additional resource to your team and to ensure accurate and timely processing of EAP/PDAP requests.
- Supervisors should review and reinforce the **Plan, Prepare, Process Framework** to support employees' learning, understanding, and ability to correctly access EAP/PDAP benefits.

# Plan, Prepare, Process Framework

PLAN	PREPARE	PROCESS
<ul style="list-style-type: none"> <li>• Confirm your eligibility</li> <li>• Learn about the program benefits and rules</li> <li>• Understand difference between entitlement and eligibility</li> <li>• Discuss your professional development goals with your supervisor and how PDAP can support your growth</li> <li>• Engage with resources to learn the process to request funds</li> </ul>	<ul style="list-style-type: none"> <li>• Register for webinars and conferences, enroll in courses, sign up for memberships, etc. that contribute to your professional development</li> <li>• Collect and organize your invoices and/or receipts</li> <li>• Complete your Acknowledgement Form(s) and/or Travel Cover Sheet(s)</li> <li>• Review resources to make sure you know how to correctly process your request(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Process your request(s) based on what you are doing and how you wish to pay – have the College pay on your behalf or pay yourself and be reimbursed</li> <li>• Remember, EAP Travel and Wellness expenses are <u>always reimbursement only</u></li> <li>• Remember, all PDAP requests, including Wellness expenses, are <u>always reimbursement only</u></li> </ul>

## What is EAP?

- The Educational Assistance Program (EAP) offers a 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.
- EAP can be used for eligible travel expenses (additional funds) and wellness.

## EAP 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)
- Casual temps and student workers are not eligible for EAP benefits.

## 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, eligible travel expenses, and wellness. PTF are not eligible for Tuition Waiver (employees or dependents).

## PDAP Eligibility

- 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 are not eligible for PDAP benefits.

## EAP vs. PDAP

- **The main differences between EAP and PDAP are related to eligibility and fund allocations.** Generally, the process for submitting an EAP and PDAP requests in Workday are the same. PDAP is reimbursement only.

	<b>EAP</b>	<b>PDAP</b>
<b>Eligibility</b>	Eligibility: After 6 months of employment; full-time faculty, administrators, and staff, full-time temporary staff with benefits, and part-time staff on a pro-rated basis	Eligibility: Part-time faculty that have worked at least nine (9) ESH over the course of two (2) academic years
<b>Fund Allocation</b>	Allocation for eligible EAP expenses each fiscal year (pre-pay or reimbursement) Additional allocation for eligible EAP Travel and wellness expenses each fiscal year (reimbursement only)	Single allocation for eligible PDAP expenses, including MC credit and non-credit courses, wellness, AND eligible travel expenses each fiscal year (reimbursement only)
<b>MC Credit Courses</b>	EAP is not applicable; covered under Tuition Waiver and EAP criteria does not apply	Eligible expense for PDAP and PDAP criteria applies (i.e., job-related)



# Personal Professional Endeavors vs. Professional Development

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

## FY24 EAP/PDAP Allocations

	<b>Part-time Faculty</b>	<b>Full-time Faculty</b>	<b>Bargaining Staff</b>	<b>Non-Bargaining Staff</b>
EAP/PDAP/ employee	<b>\$1,250</b>	<b>\$3,120</b>	<b>\$2,800</b>	<b>\$2,500</b>
EAP Travel/ employee		<b>\$1,375</b>	<b>\$1,250</b>	<b>\$1,250</b>
Total EAP/ PDAP Budget	<b>\$54,000</b>	<b>\$481,522</b>	<b>\$400,000</b>	<b>\$803,798</b>
Total EAP Travel Budget		<b>\$193,850</b>	<b>\$50,000</b>	<b>\$141,650</b>

## FY24 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 FY24 Limit	Calendar Year Taxable Income
Undergraduate	\$4,944.50	\$808.00	<b>\$5,752.50</b>	\$502.50
Graduate/ Doctoral	\$9,936.00	\$641.50	<b>\$10,577.50</b>	\$5,327.50

# EAP/PDAP Request Workday Workflow

**I need MC to pay the Supplier**  
for my eligible EAP expenses,  
EXCEPT for EAP Travel, Wellness, and PDAP  
which are reimbursement only.



**Step 1: Create Requisition**  
(choose **Service**)



**Step 2: Once Requisition is **APPROVED**,**  
**Create Receipt (next business day)**



Upon final approval, by the Manager **AND** the EAP Partner, AP processes payments weekly.  
If approved by Wednesday, payment will be included in Thursday check run for Friday.

-- ***Search My Requisitions*** to confirm approval or payment status (Invoicing Status: Fully Invoiced or Paid).  
-- Payment is mailed to Supplier according to invoice/instructions.

I already paid or will pay for my eligible EAP,  
PDAP, Wellness, and/or EAP Travel expenses  
and

**I need MC to reimburse me.**



**Step 1: Create Spend Authorization**  
(not required for Wellness – go to Step 2)



**Step 2: Once Spend Auth is **APPROVED**,**  
**Create Expense Report (immediately)**



-- ***View Expense Reports*** to confirm approval or payment status (Status: Approved or Paid).  
-- Deposit is made according to Payment Elections in ESS as a separate deposit (not included with payroll).

Contact **Accounts Payable** for questions related to payment (*i.e.*, status of payment, if payment has not processed or been received timely).

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

- **Talk about and prioritize 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?

- **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 maximum 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.

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

- **Provide additional guidance and support for presentations or collaborations when the department and/or external partners are sharing some of the costs.**
  - Make sure the presentation clearly supports College business based on the employee's applicable discipline and/or professional unit/area.
  - Be clear on what expenses (e.g., table fees, posters or other display materials, handout printing, etc.) will be covered by the department or any other affiliated external entity (e.g., community partner, grant, etc.) and what should or should not be included in the EAP/PDAP request.

# 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.**
    - Avoid Most Common Mistakes.
    - Use Cheat Sheets.
  - 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. Make sure key elements are included. Send back for corrections.
  - **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](#) before approving.
  - **HRSTM will send back ineligible requests or requests missing key information, which may delay payment to vendors or employees. Encourage your employees to read comments and respond in a timely manner.**

# EAP Training and Resources

- [HRSTM EAP/PDAP Page](#)

- General info, training, and forms
- Allocation and utilization data by employee type and bargaining status for the applicable fiscal year
- FAQs

- [Workday Training Page](#)

- Job aids

- **Contact us!**

- Contact us BEFORE submitting a request with general questions or eligibility inquiries
- Email [EAP Requests](#) or [PDAP Requests](#)

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