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Eligibility

What is PDAP?

The Professional Development Assistance Program (PDAP) offers a variety of programs and services, including financial assistance, for professional development activities and work-related travel for eligible bargaining part-time faculty (PTF).

Criteria for PDAP is that the non-MC activity should help employees:

- Improve job-related knowledge and skills to perform more effectively in current job
- Complete a job-related degree-seeking program
- 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 and their dependents are not eligible for Tuition Waiver.

Who is eligible for PDAP?

Part-time faculty that worked at least nine (9) ESH over the course of two (2) academic years are eligible under PDAP.

Who is ineligible for PDAP?

Casual temps and student workers are not eligible for PDAP benefits.

What can PDAP funds be used for?

PDAP funds can be used, in specific circumstances, for:

- MC and Non-MC courses, seminars, conferences, and workshops that are job-related
- Eligible travel related to attending an approved PDAP event
- Tuition, fees, and required books for any credit or non-credit courses taken inside or outside Montgomery College that is job-related or that is part of a degree program
- Professional association memberships, journal subscriptions, etc.
- Professional certifications and recertifications
- Presentations representing the College
- MC Wellness classes
- Outside gym memberships, up to \$35/month, as long as you use the gym at least ten (10) times a month on ten (10) separate days

What are the specific eligible and ineligible PDAP expenses?

Please refer to the PDAP Resource Guide for a more detailed list of eligible and ineligible expenses.

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Annual PDAP Limit and Tax Implications

How much am I eligible to spend for PDAP each fiscal year?

The PDAP allocation is determined each fiscal year. There is a per employee limit up to an overall limit for standard PDAP-eligible programs. The allocation renews on July 1 of each year. Employees cannot carry unused PDAP funds into the new fiscal year or transfer to another employee. The PDAP limit will be listed on the EAP/PDAP website each fiscal year.

How do I check my remaining balance for the fiscal year?

Although we currently do not have a feature to check your remaining balance for the fiscal year, you may contact PDAPRequests@montgomerycollege.edu and we can provide you with your total remaining balance.

How and when will I pay the taxes on PDAP benefits used on taxable wellness expenses and prizes/incentives?

PDAP benefits used for eligible wellness expenses up to \$35 per month and any wellness prizes/incentives are always taxable and will be processed on a quarterly basis.

The total amount due will be added to your taxable income for the applicable quarter on the immediate next pay period. This will increase your taxable income specifically for the purpose of calculating and deducting taxes, but will not increase your gross pay. Your net pay will be reduced by the additional tax liability you are responsible for paying.

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Timing of PDAP Requests

Can I make a request for the next fiscal year?

No. PDAP requests cannot be entered until the official start of the fiscal year, which is July 1. This means that PDAP requests cannot be made for future fiscal years.

What is the last day to submit PDAP requests for processing?

Office of Business Services (OBS) will announce the last day of the fiscal year that PDAP requests can be submitted in Workday. OBS will also provide a deadline for eligible employees that have approved PDAP events/travel the last week of the fiscal year. Employees and supervisors are responsible for adhering to all stated deadlines to ensure processing on the appropriate fiscal year. Late requests may be denied.

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Processing Requests

How do I create a PDAP request?

PDAP requests can be processed by paying the supplier yourself and requesting a reimbursement by **creating a Spend Authorization and an Expense Report**. PDAP benefits are not eligible for direct payment to Suppliers.

- a. [Step 1 of 2: Create Spend Authorization \(Until 10:00\) and](#)
- b. [Step 2 of 2: Create Expense Report \(Total Time 16:06\)](#)

Both steps are required for the request to be fully processed. Payment will not be made without the second step. Please go to the PDAP Training, Resources, and Key Information section of the [EAP/PDAP website](#) for more details regarding this process and the applicable required documentation.

Am I required to provide proof that I attended the PDAP event and/or received a satisfactory grade?

Yes. All employees are required to submit proof of completion and/or satisfactory grade for all PDAP events to [PDAP Requests](#).

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Policy and Procedures

What is the College policy that governs PDAP?

All eligible PDAP and related travel expenses must be pre-approved in accordance with [College PandP 35001 Compensation Programs XIX, A](#).

What happens if I do not attend an PDAP event that the College reimbursed me for?

Employees are financially responsible for reimbursing the College in full and the use of PDAP benefits are suspended until the full refund is received. Once PDAP funds are paid back, they are added back to the employee's balance for use on other eligible expenses.

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Additional Support

Who should I contact if I need assistance with my PDAP request?

We are here to help! Please email PDAPRequests@montgomerycollege.edu or HRSTM@montgomerycollege.edu for questions about your PDAP request. We recommend emailing us **BEFORE** you submit your request if you are unsure about expense eligibility.

Use videos, job aids, and resources on the [EAP/PDAP website](#) **BEFORE** you attempt to process your request in Workday.

Requests are processed in the order they are received. If you have already successfully submitted your request in Workday, **please do not email us to check on the status unless it has been more than five (5) business days.**

Please contact AccountsPayable@montgomerycollege.edu if you are looking for an update on the payment for your PDAP request.

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