

## Planning and Reporting Unit (PRU) Leaders' Supplemental Funding

### Purpose/Background:

The Program Leadership Team (PLT) devotes a significant amount of time and effort toward leading their Program Reporting Units (PLT) each year. In recognition of this service, \$1,000 was designated for each PRU to be used to recognize and support the PRU leaders. Funds can be in the form of supplemental pay for each PRU leader, or as funds to be used by the leader(s) toward personal professional development. Division of funds among listed PRU leaders is determined by each PRU.

### Timeline for Fund Use/Payment:

For Supplemental Pay - The funds are paid in arrears each July – Sept. for the prior year's service.

For Professional Development – The funds are made available for use during the fiscal year time period (July 1 – June 30) immediately following the year of service.

### Example:

PRU Leaders Bob and Sarah served as co-PRU leaders for their PRU from Oct. 2018 – June 30, 2019. Bob and Sarah determined they would evenly share the \$1,000 PRU Leadership funds, so each would receive \$500. In July of 2019, an e-mail was circulated requesting to know if Bob and Sarah would each like to receive a payout of the \$500 in the form of supplemental pay, OR use the \$500 toward their professional development.

- Bob elected supplemental pay, and his payment was processed into his paycheck for Sept. 2019.
- Sarah elected to use her \$500 for professional development to support her attendance at a conference. She used the funds by June 30, 2020.