

Kaizen Fund for Professional Development

Eligibility

All full-time, regular part-time and non-teaching staff members at Bethlehem University may benefit from the Kaizen Fund provided they have completed at least one full year of employment at the University. Each employee is entitled to apply for up to two opportunities for training and development during one academic year with full or partial fees covered based on the set guidelines and the availability of funds. Hence employees are encouraged to select the development and training opportunities that are relevant to their job in order to enhance their work performance. For fairness, the maximum accumulated funds that can be received from the Kaizen fund by an employee over a three year period is set at \$1000.

Application Procedure

When an employee takes a course outside the University, s/he fills out the Kaizen Form and submits it to the Office of Human Resources. The Office keeps the Form until the employee submits a receipt of payment for the course fees. The Office then forwards the Form to the Finance Office, which in turn, reimburses the employee. The above does not apply to courses taken at the Institute for Community Partnership (ICP). Payment will be done by internal transfer from the Finance Office to the ICP.

Expenditures/Payment/Fee Reimbursements

Partial or full coverage of the following items will be granted from the "Kaizen" Fund up to an amount of \$500. Expenses covered include the following:

- i- Expenditures required for a certain group program
- ii- External and internal trainers will be paid according to a pre-set payment rate.
- iii- Fees required for attending a conference
- iv- Reasonable travel and accommodation expenditures will be granted according to availability of funds.

In cases where the expenses exceed the limit that the "Kaizen" Fund can afford, the employee will have to contribute a small portion, or find other sources.

Funding outlines:

Ordinarily, the following guidelines will be used for approving staff requests for funding:

- i- Courses held at ICP: up to \$100
- ii- Courses/workshops/seminars in town or in Palestine: up to \$200
- iii- Conferences held locally: up to \$100
- iv- Courses/conferences ,seminars held out of the country (Arab World): up to \$500
- v- Courses/conferences ,seminars held out of the country (Western world): up to \$500
- vi- MA degree at a local university: up to \$500
- vii- MA degree overseas: up to \$500
- viii- Miscellaneous: to be considered and studied on a case to case basis in consultation with the Vice President for Human Resources and Administrative Affairs.