

**THE  
JENNIFER L. BENNETT  
CAREER DEVELOPMENT  
FUND**

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For Non-Exempt Employees of  
UT Martin

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**Office of Human Resources**

To Employees of UT Martin:

You have the opportunity to participate in the Jennifer L. Bennett Career Development Fund program, which is supported by annual gifts from UTM employees.

The purpose of the fund is to provide employees of UT Martin the opportunity to participate in job and career related development activities. Money from the fund are expended to provide partial support for employee participation in approved on or off campus activities.

Employees are encouraged to apply to the fund for assistance when they believe participation in a program or activity will contribute to their personal and professional career growth. The Jennifer L. Bennett Career Development Fund Committee reviews requests and approves funding for those activities which fall within the guidelines as printed below.

For further information, call your employee relations representative of the Office of Human Resources at 731-881-7845.

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**The following guidelines govern the expenditures of money from the Jennifer L. Bennett Career Development Fund.**

- 1) To be eligible to participate in Jennifer L. Bennett Career Development Fund, applicants must have regular, non-exempt employees of UTM for 90 days.
- 2) Activities supported must be career and job related, and must be mutually beneficial to the employee and the University.
- 3) An individual employee's use of the Jennifer L. Bennett Career Development Fund is limited to \$85 in any fiscal year.
- 4) Applicants must include published material that provides a description of the program and must be approved by the Jennifer L. Bennett Career Development Fund Committee or a designee in advance of the program or activity.
- 5) Department heads will be informed of any employee's application for support from the Jennifer L. Bennett Career Development Fund. All activities involving University time or resources will require department head approval. (See application form.)
- 6) Applications for support will be accepted by the committee at any time during the fiscal year.
- 7) Tuition fees covered by the University fee waiver policy will not be awarded by Jennifer L. Bennett Career Development Fund.
- 8) Funds will not be approved to finance membership in any type of organization. No fund will be used to reimburse departmental expenditures.
- 9) For approved activities, 50% of the total cost of the supported activity, up to \$85 fiscal year limit, will be awarded. Jennifer L. Bennett Career Development Fund moneys can be applied toward the cost of the CPA and CPS exams for employees taking the exams.

- 10) Requests for Jennifer L. Bennett Career Development Fund expenditures must be reviewed by the Jennifer L. Bennett Career Development Fund Committee and approved by a majority of the committee members.
  - 11) Awards for supported expenses must requested in writing within 30 days after the completion date of the supported program or activity/ course is completed.
  - 12) Requests must include evidence of payment of participation in the program or activity (such as original canceled check or original paid receipt). Checks used as receipts must be submitted with copies of both the front and back (bank processed). Money orders must be accompanied by a receipt of payment from course provider (e.g., UT, CPS). All receipts must show date paid, amount paid, and name provider. Supported expenditures for independent study courses or correspondence courses require both an original fee receipt and satisfactory proof of course completion.
  - 13) Funds will be maintained in a restricted account designated as the “Jennifer L. Bennett Career Development Fund” which will be monitored by the Office of Human Resources. In accordance with the rules and decisions of the Jennifer L. Bennett Career Development Fund Committee, the Human Resources Directory will authorize payments from the fund. The committee reserves the right to change any of the guidelines without notice.
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## **APPLICATION**

I requested that my participation in the following program be supported by Jennifer L. Bennett Career Development Fund.

Program \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_

(Please briefly describe the program which you wish to attend, and how such participation will be beneficial to your career, on the space provided on the reversed side of this application.)

If I am using University time or resources, I understand that this application will be reviewed by the Jennifer L. Bennett Career Development Fund Committee only after it has been approved by my department head. I further understand that my department head will be notified of my activity funded by the Jennifer L. Bennett Career Development Fund.

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Applicant Name (print)

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Signature and Date

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Department (print)

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Department Head Signature and Dale  
(If using University time and resources)

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The Jennifer L. Bennett Career Development Fund was established and is maintained by the gifts and donations of UTM employees through the University's Annual Giving Program. The fund is named in memory of the late Jennifer L. Bennett, who was the driving forces behind the establishment of the fund. She also served as the first Career Development Fund Committee Chairperson. The continuation of the fund depends on the support of UTM employees. If you would like to contribute to the Jennifer L. Bennett Career Development Fund, please contact the Human Resources Office, 112 Administration Building, Martin, TN 38228 telephone 881-7845.

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#### UTM IS AN EQUAL OPPORTUNITY INSTITUTION

The University of Tennessee at Martin does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in provision of educational opportunities or employment opportunities and benefits.

UTM does not discriminate on the basis of sex or handicap in the education programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning Title IX and Section 504 should be directed to the Affirmative Action Officer, 100 Administration Building, UTM, Martin, TN 38238, (901) 587-7804. Charges of violation of the above policy should be directed to the Affirmative Action Officer.

Please forward this application to:

Office of Human Resources  
112 Administration Building  
The University of Tennessee  
Martin, Tennessee 38238