New York State and United University Professions
Lifeguard Professional Development Program Guidelines

I. Overview

The New York State and United University Professions (NYS/UUP) Lifeguard Professional Development Program is established under Appendix B-1, Seasonal/Temporary Part-time Lifeguard Employees, Section 15., Professional Development of the 2022-2026 collective bargaining agreement between the New York State and United University Professions (UUP). Funding for projects or activities is provided under Article 21, Statewide Joint Labor-Management Committees for lifeguards represented by UUP, for eligible job-related professional and/or skill development projects, training, or activities to enhance the lifesaving measures provided by lifeguards.

II. Funding

The maximum funding that may be awarded is $700 for one project, training, or activity for the period April 1, 2025 to March 31, 2026 subject to the NYS/UUP Lifeguard Professional Development Program Guidelines and the Office of the New York State Comptroller Rules and Regulations and limitations contained therein**.**

Expenses for projects, training, or activities that are job-related may be eligible for reimbursement. Preference is given to projects, **training, or activities that would significantly enhance the retention of lifeguards.**

- **Allowable expenses that may be eligible for reimbursement include:**
  - Travel related expenses including transportation, lodging, and meals, subject to Office of the New York State Comptroller Rules and Regulations.
  - Fees associated with skill development and lifesaving capability enhancement courses.
  - Fees for lifeguard certification and training courses.
  - Fees for lifeguard re-certification.
  - Projects, training, or activities in conjunction with agency initiatives to retain lifeguards.

- **Expenses that may NOT be reimbursed include:**
  - Compensation to employees (e.g., salaries, stipends).
  - Donations, gift cards, or other forms of compensation.
  - Payments or other forms of compensation by the employee to vendors, contractors, or any other person, entity, or third party.
  - Expenses related to earning a degree, including courses or internships, that are required for an employee's degree program.
  - Equipment.

III. Eligibility Requirements

a. Professional Development Projects, Training, or Activities

To be considered for reimbursement for projects, training, or activities that are job-related, lifeguards must be:

- Employed full-time or part-time as a lifeguard for the duration of the project, training, or

activity.

- Employed full-time or part-time as a lifeguard at the time of submitting a completed application.
- Employed at a minimum rank of Lifeguard 2 for one season or working a minimum of four seasons as a lifeguard, whichever comes first.
- Employed full-time or part-time as a lifeguard for the duration of the season in which they seek reimbursement for the project, training, or activity.
- Eligible to be rehired as a state lifeguard for the next season (if seasonally appointed).
- Participating in a project, training, or activity that is eligible pursuant to the *NYS/UUP Lifeguard Professional Development Program Guidelines* and allowable expenses.

b. Lifeguard Certification and Lifeguard Re-certification Course

To be considered for reimbursement for the initial lifeguard certification or lifeguard re-certification, lifeguards must be:

- Employed full-time or part-time as a lifeguard for the duration of two seasons after completion of their lifeguard certification or lifeguard re-certification course.
- Employed full-time or part-time as a lifeguard at the time of submitting a completed application.
- Employed full-time or part-time as a lifeguard for the duration of the season in which they seek reimbursement for the lifeguard certification or lifeguard re-certification.
- Eligible to be rehired as a state lifeguard for the next season (if seasonally appointed).
- A certification that is eligible pursuant to the *NYS/UUP Lifeguard Professional Development Program Guidelines* and allowable expenses.

IV. Application Process

A printable application for the NYS/UUP Lifeguard Professional Development Program may be accessed at: https://oer.ny.gov/nysuup-lifeguard-professional-development-program

An application **must** be approved prior to the start of a job-related project, training, or activity to be considered for funding. To process an application, the following is required:

- A legible, completed application must be submitted at least 14 days prior to the start of a project, training, or activity and approved prior to participating in a project, training, or activity.
- The application must be signed and approved by the UUP lifeguard representative and agency designee. For the agency designee, submit as follows:
  - For Park, Reservation, and Historical Preservation lifeguards, submit the application to: karine.montanye@parks.ny.gov
  - For Department of Environmental Conservation lifeguards, submit the application to: employee.relations@dec.ny.gov
- If participating in a project, training, or activity during the employee's normal workday, a statement from the employee's supervisor/agency designee, acknowledging the employee may participate during the employee's normal workday without charge to accruals must accompany the application.
- Information pertaining to the project, training, or activity including:
  - The dates of the project, training, or activity.
  - A brochure, announcement, or other relevant documentation published by the sponsoring organization that describes the project, training, or activity including the type of project, training, or activity, event, event site, sponsor, and related costs.
  - If documentation is not yet available, it must be provided to the NYS/UUP Lifeguard Professional Development Labor-Management Committee no later

than seven days prior to the proposed starting date of the project, training, or activity.

- Justification for the project, training, or activity and how it will enhance the employee's professional development as a lifeguard and its job-relatedness to the employee's position as a lifeguard.
- Itemized expenditures related to the project, training, or activity that are in accordance with the NYS/UUP Lifeguard Professional Development Program Guidelines, the New York State Comptroller's Rules and Regulations, and the limitations therein.
- The employee's role.
- Additional supporting documentation or information as requested by the NYS/UUP Lifeguard Professional Development Labor-Management Committee.

V. Application Review

- In reviewing applications, the NYS/UUP Lifeguard Professional Development Labor-Management Committee shall consider the nature of the professional development project, training or activity, how the project, training, or activity will assist the employee in enhancing the employee's job and its relatedness to their position as a lifeguard, pursuant to the NYS/UUP Lifeguard Professional Development Program Guidelines.
- The decision to fund an application is at the discretion of the NYS/UUP Lifeguard Professional Development Program Labor-Management Committee and availability of labor-management funds.
- Applicants are to be notified of their application status prior to the start date of their project, training, or activity.
- Applications for reimbursement of fees for initial lifeguard certification or lifeguard recertification courses are to be notified by August 22.

VI. Changes to the Project, Training, or Activity Following Notification Letter

If changes are made to any component of the project, training, or activity, including the budget and dates of the project, training, or activity, after receipt of the notification letter approving the initial project, training, or activity, the NYS/UUP Lifeguard Professional Development Program Labor-Management Committee must be notified in writing and approve the changes prior to the applicant commencing any changes to the project, training, or activity.

Changes must be submitted in writing to:

Email: nysuuplifeguards@oer.ny.gov
Mail: NYS/UUP Lifeguard Professional Development Program
2 Empire State Plaza, 11th Floor
Albany, NY 12223

VII. Reimbursement of Expenses

- Expenses to be funded by the NYS/UUP Lifeguard Professional Development Program funds must be in accordance with the NYS/UUP Lifeguard Professional Development Program Guidelines, New York State Comptroller's Rules and Regulations, and limitations contained therein.
- Only expenses related to a project, training, or activity that were approved prior to the start of the project, training or activity will be reimbursed.
- Employees must submit a copy of the approved application with required documentation, including all receipts of expenditures related to a project, training, or activity.

- The following documents must be attached to the application when submitted:
  - Documentation showing the date of the project, training or activity (month, day and year).
  - An unaltered invoice, receipt, or itemized account summary from the provider showing the costs associated with the project, training, or activity.
  - Proof of payment by the employee such as a bank statement, credit card statement, or cancelled check.
  - Documentation showing any financial assistance that has been received or will be received toward the cost of the project, training, or activity indicating the name of the entity providing the assistance.
  - Documentation from the provider confirming successful completion of the project, training, or activity.
  - All supporting documentation must have the applicant's name printed on it by the issuing entity.
  - Documentation must be converted to a PDF format and attached to the completed, signed, and dated NYS/UUP JLMC Lifeguard Professional Development Application for reimbursement. All other formats (JPGs or other photo formats, Word documents, links to documentation or websites, etc.) will not be accepted.
- Employees should retain a copy of all documentation for their records.
- A voucher with original receipts for reimbursement of expenses that were approved and incurred for a project, training, or activity including documentation from the must be **submitted within 30 days** of completion of the project, training, or activity**, but no later than September 8 to your agency Regional Payroll Office.**

NOTE: Vouchers and receipts that are not submitted in a timely manner may result in forfeiture of entitlement to reimbursement.

For additional information or questions regarding the NYS/UUP Lifeguard Professional Development Program contact:

Email: nysuuplifeguards@oer.ny.gov
Phone: (518) 486-4666
Mail: NYS/UUP Lifeguard Professional Development Program
2 Empire State Plaza, 11th Floor
Albany, NY 12223