CLAYTON STATE UNIVERSITY

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)
## Policies for Disbursement for Staff Development Funds
*A Committee of the Staff Council*

1. To receive staff development funds, and employee of CSU must be:
   a. employed for six (6) months
   b. a full time regular staff employee (40 hours),
   c. or a part-time staff employee with benefits

2. Training courses, seminars, conferences, workshops must be job related or benefit the staff member to help improve their job performance.

3. Workshops, training or courses that are provided on our campus (ex. Excel, Word, Access, PowerPoint) will not be funded, if these courses are offered at no charge to employees (non-credit) or through the Tuition Assistance Program (credit). Academic credit courses will not be funded with staff development funds. Supervisors and employees must check for campus resources prior to submitting a request for staff development funds. If courses are offered on campus, funds will be denied. Campus resources include Continuing Education, Skillsoft, and the Tuition Assistance Program.

4. Staff development funds may cover registration fees, workshops, conferences, training courses, seminars as well as test, certification costs or costs not affiliated with travel, food or lodging.

5. Funds will be approved for up to **$(200)** per individual in a fiscal year (July1-June 30). Staff development funds will be awarded in the order by which the Professional Development Committee received requests.

   a. In situations where departments are, seeking funds to send staff to training the following exceptions will be followed. 1-5 people we may cover up to $200 per person; 6 or more people up to a maximum of $100 per person may be authorized.

6. Requests are pulled and processed by the PDC on a weekly basis. The PDC committee will review all requests.

7. All requests for staff development funds must be submitted at least ten (10) days prior to attending the workshop, training session, etc. in order to assure approval before these sessions.

8. If a request is submitted after the 10-day deadline, in order for that request to be considered, it must be submitted prior to the first day of the training or job related activity.

*Policies amended September 27, 2018*