



Eastern Kentucky University Policy and Regulation Library

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Chapter 2, Employee Benefits

Section 12, Staff Professional Development Fund

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Responsible Executive: Chief Human Resources
Officer

Responsible Office: Human Resources

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Staff Professional Development Fund

Statement

Eastern Kentucky University's Human Resources administers a Staff Professional Development Fund (PDF) that is available to award-matching funds to departments in support of the development of knowledge, skills and abilities of employees. Developing staff employees in this manner contributes to University strategic initiatives, and therefore improves the quality of programs and services within the university community.

All staff are encouraged to participate in the many employee development activities and events available through the University.

Human Resources will submit an annual budget request for funding the Staff PDF. Departments and units are encouraged to include Staff PDF in their strategic and budgetary planning.

Entities Affected

Eligible Staff and Departments

Procedures

I. Eligible Activities

The Staff PDF makes available matching funds for the purpose of supporting staff participation in on- or off-campus professional development programs such as workshops and seminars. In addition, the Staff PDF provides matching funds for in-house development events in which staff members participate.

Individual full-time staff are eligible for approval of matching funds of up to \$500 per fiscal year for development activities. Departments hosting in-house development events are eligible for approval of matching funds of up to \$1,000 per fiscal year.

The Staff PDF is intended to fund supplemental staff development activities and should not be considered a primary funding source for required training for an employee's position.

Priority of Staff PDF Awards will be determined by eligibility criteria, the number of eligible requests received, and the availability of funds.

Requests must demonstrate how the activity for which funding is sought supports the:

- Current Strategic Plan for the University.
- Current Departmental Action Plan.
- Employee Individual Professional Development Plan:
 - through improving performance in the employee's current position; or
 - through improving the employee's qualifications for career opportunities that may arise within the University.

The Staff PDF is not intended to fund research, academic tuition, annual certification/licensure fees, membership fees for associations/organizations/clubs or required training for the employee's position. Use of Staff PDF Awards are subject to University audit.

II. Application Process

1. Complete the Staff Professional Development Fund Application (Appendix A). Participation in professional development events during work hours must be preapproved.
2. Submit the completed application form and all required attachments to the Staff PDF Coordinator, Office of Human Resources.
 - a. Applications must be received by the application deadline schedule.
 - b. Applications will not be accepted for events that have already occurred.

III. Approval Process and Reporting Requirement

1. Applicants will receive notification from the Staff PDF Coordinator as to whether each request is approved or denied.
2. Upon approval of the request it is the employee and/or department's responsibility to complete registration, make any related travel arrangements or any other pre-payment required.
 - a. Applicants are required to seek out cost-effective travel and lodging arrangements in accordance with University Regulation 6.1.3, Travel Requirements and Procedures.
 - b. Applicants must notify the Staff PDF Coordinator as soon as possible if unable to participate in the development activity as planned.
3. Within thirty (30) calendar days of completion of the event, a brief report detailing the activity, benefits, and the final budget for the staff development activity must be submitted to the Staff PDF Coordinator using the Staff Professional Development Report form (Appendix B). The report is required for disbursement of the Staff PDF funds and for future consideration of Staff PDF requests.

The approved amount will then be transferred to the fund and organization designated by the department via a non-mandatory budget transfer.

- If final expenses exceed the approved Award, the amount in excess will not be reimbursed by the Staff PDF.
- If final expenses are less than the approved Award, the amount of excess funds will be retained and/or reimbursed to the Staff PDF so that other staff may have the benefit of such funds.

Definitions

- **Award:** Approved Staff PDF applications submitted in accordance with this regulation.
- **Eligible Staff:** Full-time staff employed in non-faculty positions who are employed by the University at the time of the professional development activity.
- **University:** Eastern Kentucky University.

Responsibilities

- Office of Human Resources
 - Administration of the regulation, to include submitting an annual budget request for funding.

Violations

Violations of this policy may result in the denial of request for funds.

Interpreting Authority

Chief Human Resources Officer

Regulation Adoption Review and Approval

Regulation Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
09/28/18	Director, Policy & Legal Operations	Editorial Revisions

Regulation Approved

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05/14/08	President	Approval