

Concord University

Staff Development Program Guidelines

Procedures Regarding Classified and Non-Classified Staff Training & Development

Purpose of Staff Training and Development

Concord University maintains a program to develop the knowledge, skills and abilities of its Classified and Non-Classified Staff. Both individual and organizations have the inherent responsibility to define and achieve their own excellence. Such programs are to be designed to enhance the professional level and effectiveness of the institutional staff members in their assigned duties and responsibilities.

The University's best interests are served when a procedure is in place that supports and nurtures the climate and conditions necessary for both individual and organizational growth. Moreover, staff development involves and benefits everyone who influences students' learning. When school personnel define and improve their skill and knowledge, students benefit.

The University's staff development and training program is designed to heighten the professional level and overall effectiveness of the staff member in his/her assigned duties and to expand his/her knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge, personal satisfaction, and job performance), the value of staff development is measured by the overall impact on the staff and the students we serve.

Definition of Staff Training and Development

Staff development has become a vehicle for meaningful change. It plays an integral part in developing the University's philosophy, goals and expectations. Training and development activities increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include but are not limited to: job related enhancement; changed personal attitudes and behaviors; career development; instructional development; new, strengthened or refined skills; and research and scholarship, when appropriate.

The Staff Development Committee

The Staff Development Committee will consist of two Classified Employee members selected by the Classified Staff Council, two non-classified employees selected from the non-classified employees, and the HR Representative Senior. Each classified and non-classified member will serve a two-year term in staggered terms. The Director of Human Resources will be a permanent, non-voting member of the committee.

Eligibility and Participation

In accordance with West Virginia Code 18b-7-6 and HEPC policy, every full-time and part-time regular classified and non-classified employee of Concord University who has been employed for a period of at least six months at Concord University is eligible for staff training and development. In addition to funding an individual staff member's training and development, Staff Development Funds may be available to fund group training and development events on campus. Staff Development Funds also may be used to partially fund professional training by Concord University Departments as long as the percentage funded is proportional to the percentage of classified or non-classified staff receiving the training. The Staff Development Committee also may review the training and development budget of the Concord University Department in determining whether Staff Development Funds should be used to assist that department in its training and development activities.

Implementation Rules and Procedures

In accordance with West Virginia Code and HEPC policy, the Concord University Staff Training and Development Program shall be implemented as follows:

A. Allocating Funds for Training and Development Activities

At the beginning of each fiscal year, the University budget will include funds in the amount of \$20,000 designated specifically for staff training and development. This amount may be decreased if necessary due to University fiscal constraints. If the University is fiscally capable, this amount may be increased if necessary due to demand.

The Staff Development Committee will monitor use of the budgeted funds and will be responsible for approving requests for money to be used for tuition reimbursement, seminar costs, travel expenses and other costs and expenses. When funds are limited, training and development activities benefiting the most people will be given priority. Departments are encouraged to fund training and education from their budgets. As stated previously, the Staff Development Committee also may review the training and development budget of the Concord University Department in determining whether Staff Development Funds should be used to assist that department in its training and development activities.

The application requesting Staff Development Funds shall be submitted to the Director of Human Resources with the written approval of the organization unit manager and the amount funded by the unit. The application shall include the amount requested, a description of the training and development requested, a recitation of how that training and development will benefit the employee and/or the department/University, and a list of the total expenses related to the training and development. Staff Development applications are available at:

http://www.concord.edu/userfiles/files/Administration/Human_Resources/Staff_Development_Form.pdf or in the Human Resources Office.

Classified and non-classified employees shall be selected for disbursement of Staff Development Funds on a nonpartisan basis using fair and meaningful criteria which afford all employees opportunities to

enhance their skills. The funds will be distributed on a first come, first serve basis subject to the request for funds being approved by the Staff Development Committee. Moreover, approval of a request does not imply or obligate continued financial support in response to future requests.

B. Travel

Travel includes mileage, rental vehicle, air travel and lodging (where applicable), and meals. Travel does not include mileage to and from class if it is a situation where the employee commutes to class. If an employee uses a state vehicle for travel, it has to be approved by his or her department and the mileage will be charged to the department.

C. Tuition, Fees, and Book Expenses

Tuition includes actual tuition, seminar/conference fees, course fees, off-campus fees and textbook fees. An employee seeking staff development funds for books is encouraged, where possible, to purchase used books. Additionally, requests for book expenses shall not exceed \$300 per semester.

Prior to using Staff Development Funds, participating employees may be asked to seek alternative similar training and development available through Concord University or other institutions of higher education in West Virginia in order to take advantage of any potential tuition waivers.

A copy of the employee's statement or receipt related to their training and development expenses must be attached to the Application for Staff Development Funds. The employee may seek payment of staff training and development funds directly to the provider or seek reimbursement. If the employee seeks reimbursement, he or she must show proof of payment. Employees seeking tuition assistance must enroll in an accredited institution of higher education to be eligible for staff development funding/reimbursement.

If an employee seeks Staff Development Funds for a national conference, the committee reserves the right to ask if there are less expensive regional conferences of the same quality and substance are available. The committee also reserves the right to require the employee to use a less expensive lodging or travel alternative if one is available and feasible.

If a participating employee sells back any textbooks, he or she is requested to refund that money to the Staff Development Funds through the Business Office so that the money can be used to aid others in their training and development.

D. Request Limits

Employees participating in this program will be limited to \$1,500 per request. Under normal circumstances, an employee shall receive no more than \$2,000 in Staff Development funds per fiscal year. The Committee shall have discretion, if there are available funds and an exceptional request, to increase an employee's funding to \$3,000 per fiscal year.

E. Proof of Satisfactory Progress

Employees taking courses paid for in whole or in part by Staff Development Funds must show proof of satisfactory progress (e.g., passing grades and proof of attendance) if requesting additional, subsequent financial support for a continuation of the same training or development.

Identifying Training and Developmental Needs

Any employee, supervisor or administrator may recommend to the Staff Development Committee a particular training and development program or the need of one. Through the HEPC's clearinghouse of information, the Director of Human Resources and/or a designee from the Staff Development Committee will keep abreast of available training and development activities and inform staff of such activities. The Human Resources Office, along with appropriate supervisors, will assist in the process of identifying training and other development for employees, if requested, that will aid the employee in career ladder progression.

Scheduling Training and Development Activities

Staff training and developmental activities may include, but not be limited to, seminars, teleconferences, apprenticeships, on-the-job training, and supervisor skill development scheduled by Concord University or some other agency. Those items that are job-related will take priority over activities that are more motivational, team-building, or personal development type activities. Due to the limitation on funds and the fact that job-related training takes priority, employees will be limited to one off-campus motivational, team-building, or personal development activity per fiscal year.

Recommendations for training and developmental programs should be submitted to the Director of Human Resources and Chair of the Staff Development Committee, including relevant information such as targeted group and benefits of participation.

The Staff Development Committee will schedule activities in accordance with the direction, priorities and plans set forth by the West Virginia HEPC.

All staff will be encouraged to attend training and staff development programs, but needs of the work unit must be met first. Efforts will be made toward supporting attendance at regional conferences and workshops scheduled by the West Virginia HEPC.

Reporting on Training and Development Activities

An annual report on training and development activities shall be presented at the July meeting of the Classified Employees Council. The annual report shall include a summary and usage of financial resources dedicated to the program.