

GLENVILLE STATE UNIVERSITY

# Staff Professional Development Application

PLEASE SUBMIT ALL SIGNED APPLICATIONS & REQUISITIONS TO THE CHAIR OF STAFF COUNCIL **BEFORE** SUBMITTING ITEMS TO THE BUSINESS & FINANCE OFFICE.

ONCE STAFF COUNCIL APPROVES AN APPLICATION, THE CHAIR WILL SUBMIT ALL DOCUMENTS TO THE BUSINESS OFFICE FOR PROCESSING.

**GLENVILLE STATE UNIVERSITY**  
**STAFF PROFESSIONAL DEVELOPMENT APPLICATION** (SC-09/22)

**Be sure to thoroughly read all regulations on the back of this application.**

<b>SECTION 1. To be completed by employee.</b>	
Name:	Position:
Address:	
Supervisor:	Department Chair:
Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year _____	Field of Study:
Title of Activity/Course:	Number of Credit Hours:
Start Date of Activity/Course:	End Date of Activity/Course:
Institution Offering Course:	
Description of activity or course description:	
Justification of activity or course(s):	
Cost of project/activity or course (tuition, transportation, etc.):	
Have you previously been the recipient of professional development? <input type="checkbox"/> Yes    Please specify semester and/or year of most recent award. _____ <input type="checkbox"/> No	
Will you be receiving any Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify type and amount.	Have you been employed by Glenville State University for at least year? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>By signing below, I understand that I will be reimbursed for the above activity/course for which I am requesting Staff Development Funds</i>	
_____ Signature of Employee	_____ Date
<b>SECTION 2. To be completed by supervisor or department head.</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature of Supervisor or Department Head</span> <span>Date</span> </div>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature of Vice President or President Cabinet Member</span> <span>Date</span> </div>	
<b>SECTION 3. To be completed by Staff Council.</b>	
Application Received: Date _____ Time _____ _____ Signature of receiving Staff Council member	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Signature of Awarding Staff Council member _____ Date
AMOUNT APPROVED BY STAFF COUNCIL: _____	
REASON FOR DENIAL: _____	

## Staff Development at Glenville State University

Glenville State University is a learning community. As such, we are committed to supporting the professional development of all employees. In support of our mission we value assisting our staff to be “thoughtful, productive, engaged and responsible citizens.” Our human resources are our greatest resources and, as such, deserve opportunities for growth, change and continuous professional improvement.

Professional development of our staff will help the University to become more focused on our strategic goals and initiatives, more responsive to the changing higher education environment, and more knowledgeable about issues impacting the world in which we live.

Staff Development is an employee-initiated, supervisor-supported learning opportunity either at Glenville State University or through other education and training programs whose central purpose is to meet personal and/or professional career goals. Employee learning is purposeful, planned, and supported. Professional and organizational growth may be enhanced through the use of staff development funds to increase professional development to advance job-related knowledge and skills, to advance higher education degrees, and to advance organizational skills regarding strategic planning, leadership or cultural competence.

### GUIDELINES AND REGULATIONS FOR AWARDING STAFF PROFESSIONAL DEVELOPMENT

- I. To receive staff professional development funds, the applicant must be a full-time staff member at the time of application and no longer be within their probationary period. A “staff member” is any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position.
- II. Staff Council will be responsible for awarding all staff professional development. Applications should be fully completed and turned in no later than December 1 (first 6 months) or June 1 (second 6 months). Completed applications with requisition should be submitted to the Staff Council Chair.
- III. Activities that may be considered staff professional development are: off-campus workshops, seminars, college courses, self-study, in-service meetings, lectures or projects designed to improve the communication/learning process, and study or training in primary or auxiliary skills designed to enhance job performance.
- IV. Professional development funds will only cover the cost of tuition for a course or registration fees associated with an activity. **Funds will not cover costs such as textbooks, supplies, food, lodging, parking, or travel expenses. The maximum professional development award per semester/per employee will be \$1,000.00.**
- V. If applicable, a copy of the employee’s grade(s) after a course(s) is completed must be submitted to the Business Office before any professional development funds will be released. If a grade of “F” is received for a course taken, the employee is not eligible to apply for additional professional development funds for three (3) years.
- VI. If the employee is attending a seminar, conference etc., a copy of their **paid** registration for the event must be submitted to the Business Office in order for funds to be released. It must include the name of the event, the dates of the event, and the payment receipt of registration.
- VII. All funds granted through professional development are reimbursements to the requestor. Applicants will be notified of their application status by means of a letter and/or a copy of the submitted application indicating their status. The original application will be housed with Staff Council.
- VIII. Professional development will be awarded with priority given to first-time applicants while funds are available. Applicants who are previous recipients are to be ranked in such a way that the most recent recipients have the lowest priority. Date and time that applications are received will be considered whenever necessary.
- IX. Employees are only permitted one approved application per 6 months. (July 1 - Dec. 31 & Jan. 1 - June 30).
- X. Any incomplete or incorrect applications received will not be considered.

**REQUIRED FOR APPLICATION CONSIDERATION:** Completed and signed application and a completed Purchase Requisition with the employee requesting reimbursement listed in the “vendor” section (Requisition will be signed by Staff Council Chair).

**REQUIREMENTS UPON APPROVAL:** W-9 sent to Office of Business and Finance (if needed), copy of receipt of payment or tuition costs, final grade(s) in courses (if requesting funds for an academic course), and completed and signed Advanced Professional Development Training Expense Reimbursement Agreement.



TITLE 143  
LEGISLATIVE RULE  
WEST VIRGINIA DIVISION OF PERSONNEL

SERIES 8  
REIMBURSEMENT OF COMPENSATION PAID TO STATE EMPLOYEES  
FOR TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT

§143-8-1. General.

1.1. Scope. -- This rule implements the provisions set forth in West Virginia Code §6C-4-1 et seq. by establishing a written agreement for reimbursement of compensation paid to state employees for training, education and professional development.

1.2. Authority. -- West Virginia Code §6C-4-2(c) and §29-6-10.

1.3. Filing Date. -- June 10, 2009.

1.4. Effective Date. -- July 1, 2009.

§ 143-8-2. Reimbursement agreement form.

2.1. A written reimbursement agreement to repay training compensation for advanced professional development training shall read as follows with the details of each agreement specified by the employing agency:

STATE OF WEST VIRGINIA

ADVANCED PROFESSIONAL DEVELOPMENT TRAINING EXPENSE REIMBURSEMENT  
AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (referred to in this Agreement as “the Employee”), and the \_\_\_\_\_ of the State of West Virginia (referred to in this Agreement as “the Agency”), provides as follows:

**WHEREAS**, the Agency will incur expenses in the form of training compensation related to advanced professional development training of the Employee in the form of \_\_\_\_\_, and

**WHEREAS**, "training compensation" means tuition and expenses, paid to or on the behalf of the Employee in the amount of \_\_\_\_\_ for the above specified advanced professional development training, and

**WHEREAS**, the Agency and the Employee recognize that it is unfair and inequitable for the Agency to incur expenses for advanced professional development training of the Employee if the Employee does not remain with the Agency for at least one year after the completion of such advanced professional development training;

**NOW THEREFORE**, the parties agree as follows:

1. If the Employee voluntarily leaves employment with the Agency within one year after completion of advanced professional development training paid for by the Agency, and becomes employed within one

year with an entity other than the State of West Virginia, in a capacity which utilizes the advanced professional development training, the Employee shall repay, within one year of his/her employment with an entity other than the State of West Virginia, a pro rata portion of the training compensation calculated at the rate of 1/365th of the agency cost of the advanced professional development training for each day of the unmet employee obligation.

2. The Agency may utilize any and all lawful collection methods for repayment of the pro rata portion of the training compensation, including, but not limited to: withholding of the Employee’s final paycheck; withholding payment of the Employee’s annual leave upon separation; attachment of the Employee’s wages; and, action against the Employee’s contributions to and/or benefits of any State retirement system.

3. The Employee shall report any employment within one year with an entity other than the State of West Virginia, in a capacity which utilizes the advanced professional development training.

4. In the event the Employee is delinquent in repayment, the Agency shall be entitled to collect the entire amount immediately and may take legal action to do so. In the event this matter is referred to a collection agency, the Agency shall be entitled to recover all costs of collection and associated fees incurred by the Agency in collecting the unpaid balance. In the event the Employee, as a result of illness or injury, becomes, for a temporary period of time, unable to perform his or her assigned job functions for which the advanced professional development training is utilized, repayment shall be deferred until the Employee is able to perform his or her assigned job functions. In the event the Employee, as a result of illness or injury, becomes permanently unable to perform his or her assigned job functions for which the advanced professional development training is utilized, repayment shall be waived.

5. This Agreement is the entire Agreement among the parties on the matters contained herein, and it may be modified only in writing signed by the parties. Any prior or contemporaneous promises, representations, or agreements related to the matters contained herein are revoked and waived. If any portion is held unenforceable for any reason, the remainder of the Agreement is deemed severable. This Agreement is governed by the laws of the State of West Virginia. The Employee and the Agency agree that jurisdiction and venue for all suits related to or arising out of this Agreement against the Agency shall be proper only in the Circuit Court of Kanawha County.

6. The Employee acknowledges that s/he has read this Agreement and has had a reasonable period of time to consider it. The Employee further acknowledges that this is a binding legal document and that s/he was advised of his/her right to have it reviewed by independent counsel before signing it and that s/he understands all the terms of the Agreement and has voluntarily agreed to those terms.

IN WITNESS WHEREOF, the Employee and Agency execute this Agreement, effective the latest of dates set forth below.

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Date                                      Employee Signature                                      (Type name)

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Date                                      Signature for Agency                                      (Type name)