

GLENVILLE STATE UNIVERSITY

Staff Professional Development Application - Travel

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

SECTION 1. To be completed by employee.			
Name:		Position:	
Address:			
Supervisor:		Department Chair:	
Semester <input checked="" type="checkbox"/> Fall <input checked="" 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:			
Cost of project/activity or course (tuition, transportation, etc.):			
Have you previously been the recipient of professional development? <input checked="" type="checkbox"/> Yes Please specify semester and/or year of most recent award. _____ <input checked="" type="checkbox"/> No			
Will you be receiving any Financial Aid? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify type and amount.		Have you been employed by Glenville State University for at least year? <input checked="" type="checkbox"/> Yes <input checked="" 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	
SECTION 2. To be completed by supervisor or department head.			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____ Signature of Supervisor or Department Head Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		_____ Signature of Vice President or President Cabinet Member Date	
SECTION 3. To be completed by Staff Council.			
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 submitted in advance for pre-approval when it is possible to do so. . Applications with requisition should be submitted to the Staff Council Chair. The applications can be adjusted after the event should the staff member incur additional fees.
- 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 cover the cost of all travel related costs up to the approved amount as approved by state code. **The maximum professional development award per semester/per employee will be \$1,000.00. Special permission can be granted by vote of the full Staff council to increase the maximum awarded amount to \$1500.00.**
- V. All funds granted through professional development are reimbursements to the requester. 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.
- VI. 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.
- VII. Employees are only permitted one approved application per 6 months. (July 1 - Dec. 31 & Jan. 1 - June 30).
- VIII. 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 and Travel Authorization sent to Office of Business and Finance and copy of receipt of all payment (Hotels, registration, parking fees, mileage, etc.)

Glenville State University Travel Authorization Form

Date of Request:		Travel Dates:		TA #	
Name of Traveler (Group):					
Name of Unit:		Unit P-Cardholder:			
Destination & Purpose of Travel:					
Type of Vehicle: (State, Personal, Rental, Other)					

Travel Details

Description	Vendor Name (where Applicable)	Unit Price	QTY	Extended Price
Airfare				0.00
Vehicle Rental				0.00
Lodging				0.00
Meals				0.00
Gratuities				0.00
Parking				0.00
Tolls				0.00
Gas/Fuel				0.00
Shuttle Service				0.00
Baggage Fees				0.00
Registration Fees				0.00
Charter Bus Service				0.00
Mileage Reimbursement				0.00
Other				0.00
Other				0.00
Other				0.00
	Total:			0.00

Funding Information

Fund	Sub-Fund	Unit	Object	Sub-Object	Amount

Required Signatures

Approved By:			Approved By:		
Unit Head or Area Vice President		Date	Grants & Compliance Director (if grant funded)		Date
Approved By:			Approved By:		
Travel Coordinator		Date	Controller: Andrew Metheney		Date

Approved By:		
CFO- Timothy Henline		Date

The Controller and/or the Chief Financial Officer's signature signifies that the travel expenses listed herein may be arranged, purchased and/or paid for by the Unit P-Card Cardholder (preferred) or the Accounts Payable Office. Note: Travel Reimbursements must be processed by the GSU Travel Coordinator.

**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.

Date	Employee Signature	(Type name)
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Date	Signature for Agency	(Type name)
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