

**Shepherd University  
Classified Employee  
Staff Development Program Guidelines**

**Policy Regarding Staff Training & Development**

Shepherd University shall maintain a program to develop the knowledge, skills and abilities of its 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 college's best interests are served when a policy is in place that supports and nurtures the climate and conditions necessary for both individual and organizational growth. Staff development involves and benefits everyone who influences students' learning. When school personnel define and improve their skill and knowledge, students benefit.

**Purpose of Staff Training and Development**

A basis of the university's development is that it 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 assignment, 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 student we serve.

**Definition of Staff Training and Development**

Staff development has become the vehicle for meaningful change. It plays an integral part in developing the university's philosophy, goals and expectations. Training and development activities, which differ in breadth in relation to the needs and resources of the university, 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.

**Eligibility and Participation**

Every full-time classified employee of Shepherd University and part-time regular employee who have been employed for a period of at least six months at Shepherd University are eligible for staff training and development, in accordance

with the Higher Education Policy Commission policy.

Staff Development Funds will be available to partially fund professional training by Shepherd University Departments as long as the percentage funded is proportional to the percentage of classified employees receiving the training. Funding for each department per year will be capped at the same yearly maximum applied to individuals.

### **Higher Education Policy Commission Roles and Responsibilities**

The Higher Education Policy Commission shall:

- Require each institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.
- Require that institutions support such activities by designating a portion of funds each year for staff training and development, and report annually to the Chancellor the status of the staff training and development programs.
- Establish system-wide direction, priorities and plans for staff development.
- Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.
- Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.
- Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

### **Shepherd University's Roles and Responsibilities**

In accordance with West Virginia HEPC policy, the Shepherd 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 college budget will include funds in the amount of \$20,000 designated specifically for staff training and development. This figure will be the base for the overall operational expenses. Departments

are encouraged to fund at least one-half of the actual cost of each request. The Staff Development Committee will monitor use of these funds.

The Staff Development Committee will consist of two Classified Employee Council members elected by the council, two classified employees selected by the Classified Employee Council and the Director of Human Resources, who will be a permanent member of the committee.

The Staff Development Committee will be responsible for approving requests for money to be used for travel expenses and tuition reimbursement:

### **Travel**

The application for Staff Development Funds will come to the Chair of the Staff Development Committee with the written approval of the organization unit manager and the amount funded by the unit.

Travel includes mileage, college vehicle, air travel and lodging (where applicable), and meals. Travel cost will be reimbursed at 50% of actual expenses.

### **Tuition**

A copy of the employee's college receipt must be attached to the Application for Staff Development Funds for tuition reimbursement. Classified employees will be reimbursed for classes taken in baccalaureate or graduate degree programs. Graduate courses must be specifically related to the employee's field of work.

Tuition includes seminar/conference fees, course fees, off-campus fees and textbook fees. It does not include mileage to and from class. Tuition will be reimbursed at 50% of actual expenses. Textbook fees will be reimbursed at 100%.

### **Annual Limits**

No classified employee or regular part-time employee will receive more than \$500.00 in Staff Development funds per fiscal year.

If the total Application for Staff Development Funds is \$100 or less, the Staff Development Committee will approve full payment.

## **B. Identifying Training and Developmental Needs**

Any employee, supervisor or administrator may recommend to the Classified

Employee Council 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 Classified Employee Council will keep abreast of available training and development activities and inform staff of such activities.

### **C. Scheduling Training and Development Activities**

Staff training and developmental activities will include, but not be limited to seminars, teleconferences, apprenticeships, on-the-job training and supervisor skill development scheduled by Shepherd University or some other agency. 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 Director of Human Resources and Chair of 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. When funds are limited, training and development activities benefiting the most people will be given priority. Efforts will be made toward supporting attendance at regional conferences and workshops scheduled by the West Virginia HEPC.

### **D. 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.