

**STAFF PROFESSIONAL DEVELOPMENT FUND REQUEST**

Employee Name: \_\_\_\_\_ EKU ID Number: \_\_\_\_\_  
 Employee Position Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Employee's Department: \_\_\_\_\_  
 Budget Organizational Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

**Event/Activity Description**

Event Title: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Type of Event:  Workshop  Conference  Other \_\_\_\_\_

**Attach the following additional information regarding the event/activity:**

1. Typed explanation of event/activity that outlines:
  - How the event/activity benefits your professional development (refer to your Staff Performance Evaluation, Goal Setting form for guidance) and links to your professional development plan
  - How the event/activity benefits the University and links to the University's strategic plan
  - How the event/activity links to the department's action plan
2. Copies of the agenda, course registration, conference materials, etc. supporting your request

**Event/Activity Budget**

Registration/Speaker Fee:	\$	
Travel (mileage, airfare, car rental, etc) :	+	
Lodging:	+	
Meals (not included in event only) :	+	
Other (specify): _____	+	
<b>Total Budget:</b>	=	
Matching Funds Source _____ and amount:	-	
<b>Total Staff Professional Development Fund Request:</b>	\$	

**Approvals**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Event/activity supports employee's current Professional Development Plan? Yes  No   
 Budget Unit Head \_\_\_\_\_ Date: \_\_\_\_\_

**HR Use Only**

Received HR Date: \_\_\_\_\_ Eligible: Yes  No  \_\_\_\_\_ SPDF # \_\_\_\_\_  
 Approved  Unapproved  Applicant Notified: \_\_\_\_\_  
 SPDF Report Due: \_\_\_\_\_ Report Received: \_\_\_\_\_ SPDF Disbursed: \_\_\_\_\_

Submit completed request to the address below, **Attention: Staff PDF**  
 See the reverse of this form for **Staff Professional Development Fund Request** guidelines

Human Resources Office  
 CPO 24A, 521 Lancaster Avenue  
 Richmond, Kentucky 40475-3102  
 PH (859) 622-5094 ° FAX: (859) 622-6667

# Staff PDF Request Guidelines

## Eligibility:

Full-time staff who have successfully completed the probationary period for their current position and will be employed by the university at the time of the development activity are eligible to apply for staff development funds with the exception of grant funded employees.

### **Employees in grant funded positions are not eligible.**

Human Resources may limit the number of awards per fiscal year for each individual applicant or department and may limit the number of applicants from the same department for a single event.

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

## Award Amount:

Individual full-time staff are eligible to be approved for matching funding of up to \$500 per fiscal year for development activities.

Departments hosting in-house development events are eligible to be awarded matching funding of up to \$1000 per fiscal year.

SPDF awards cannot be transferred to the legal spouse and/or dependent children of an eligible staff employee.

Awards are distributed through reimbursement to the department via a non-mandatory transfer process and are contingent upon successful completion of the development activity and submission of the Staff PDF Report form.

## 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, Staff PDF provides matching funds for in-house development events in which staff members participate.

The SPDF 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.

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

- Current Strategic Plan for the University;
- Current Departmental Action Plan; and
- Employee's Individual Professional Development Plan:
  - Through improved 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, and membership fees for associations/organizations/clubs or required training for the employee's position. Use of Staff PDF awards is subject to University audit.

## Award Approval:

Priority of fund allocation will be determined using the eligibility criteria, the number of eligible requests received and availability of funds. Applicants will receive notification from the Staff PDF Coordinator as to whether each request is approved or denied.

## Application Process:

1. Complete the Staff PDF Request form, including all approvals and signatures as required.

- Participation in professional development events during work hours must be pre-approved, if required

2. Submit the completed application form and all required attachments to the Staff PDF Committee Coordinator in Human Resources, Coates 24A.

- Complete applications should be received in the Human Resources Office **at least six (6) weeks** prior to the event for which funding is being requested.
- Applications will not be accepted for events that have already occurred.

3. Written notice of action upon the request will be sent to the applicant by the Staff PDF Coordinator.

- Applicants must notify the Staff PDF Coordinator as soon as possible if unable to participate in the development activity as planned

4. Upon approval of the request, it is the employee and/or department's responsibility to complete registration, make any related travel arrangements or another other pre-payment required.

- Applicants are required to seek out cost-effective travel and lodging arrangements in accordance with the university's established guidelines.

5: Within thirty (30) calendar days of completion of the event, a brief report detailing the activity, benefits and final budget for the staff development activity must be submitted to the Staff PDF committee using the Staff PDF Report form. The report is required for disbursement of the Staff PDF award and for future consideration of Staff PDF requests.

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

- If final expenses exceed the approved award, the amount in excess will not be covered by the Staff PDF.
- If final expenses are less than the approved award, the amount in excess will be retained by/refunded to the Staff PDF so that other staff may have the benefit of such staff professional development funds.

**More Information:** Contact the Staff PDF Coordinator in Human Resources for additional information.

<https://policies.eku.edu>