

Staff Development Fund – Procedures

FUNDS PURPOSE

The purpose of the Staff Development Fund is to allow for Full-time and Part-Time (Faculty and Executives are excluded) to engage in job-related, professional development activities. A secondary use of the fund is for purchasing training materials for on-campus development/training.

GUIDELINES/RULES

1. The form can be obtained and submitted on the PACE website.
2. There is no submission deadline for this fund. However, it is recommended that you submit your request prior to your activity as money is awarded on a first-come, first-serve basis.
3. The form must be submitted no later than June 1 of the fiscal year in which the activity is funded.
4. Applications are reviewed at least monthly by the Staff Education/Development Committee.
5. The Staff Development Fund form is developed and maintained by the PACE Staff Education/Development Chair.
6. Professional development activities should be related to the employee's current job responsibilities and duties, increase the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department and university.
7. Reimbursement must be made to an appropriated index (hard funded account).

PROCEDURES

1. All fields on the form must be filled out. Please provide as much detail as possible.
2. An Individual Request is intended for one employee to attend a particular conference per department. A group Request is intended for two or more employees in a department who will be attending the same conference.
3. After attending the conference, complete the Staff Development Reimbursement Form online and attach photocopies of travel reimbursement form and all receipts submitted to travel (see <http://www.uvu.edu/travel/after/index.html> for travel office procedures). This needs to be submitted no later than 30 days.
4. If the activity is approved by the Committee, reimbursement is made to the hard index that funded the activity **after** the activity has been attended and supporting documentation has been submitted.

COMMITTEE MEMBERSHIP

The Committee consists of the PACE Staff Education/Development Committee Chair, Exempt and/or Nonexempt employees approved by the PACE President. The PACE Staff Education/Development Chair chairs the committee. If a member of the committee has applied for the funds or their department has, they will abstain from voting on the application.

AWARDS

The award procedures are reviewed yearly by the Pace Board. Below are the current year's award procedures.

1. The current award amount is up to \$500 per individual and up to \$750 per group. Award amount per department will not exceed \$1,000.