Operating Policy and Procedure

SON OP: 10.097 Staff Development Funds

PURPOSE: This policy outlines the processes and procedures for the distribution of development funds for staff members attending conferences, webinars and other educational opportunities.

REVIEW: This section of the handbook shall be reviewed by the Dean and Staff Council by September 1st on even-numbered years.

POLICY/PROCEDURE

In collaboration with the Dean, Staff Council is responsible for the dissemination of funds from the Staff Council budget as determined by the Dean each fiscal year. Staff Development funds are distributed as follows:

- Attendees: Minimum $250 + 10% of total estimated cost (entered on request), not to exceed $750.00 per person/per fiscal year.
- Presenters: Minimum $250 + 15% of total estimated cost (entered on request), not to exceed $750.00 per person/per fiscal year.
- Requests from repeat staff members for funding for repeat conferences (two consecutive years), distribution will be as follows:
  - First request - $250 + 10% not to exceed $750.00
  - Second request - $250 every other year
- Staff development funding requests made AFTER returning from a conference when payment has been made out of pocket will need to be made within thirty (30) days after conference date. A maximum of $250 could be awarded.
- If a development opportunity is offered for all staff, the request for that group will not count towards an individual funding request.

Examples of Staff Development distribution can be found in Attachment A.

Staff Development funds will not exceed 45% of the Staff Council budget. Reference policy number 10.096. Once monies (45% of budget) are depleted for Staff Development no additional funding will be available.
PROCESS FOR SUBMISSION OF REQUEST FORM:

The request form can be found on the School of Nursing website: https://nursing.ttuhsc.edu/ofm/view.php?id=139731

1. Supervisor approval must be received prior to submitting Staff Development Fund Request on MachForm.
2. All information submitted shall be confirmed by Staff Council chair.
3. Machform is emailed from Staff Council Chair to Staff Council members for discussion and majority vote. Funds are not guaranteed.
4. Requesting staff member will be notified via email of council decision and voucher process if applicable by Staff Council chair.
5. Once staff member returns from conference a summary of what was learned, benefits to the School of Nursing must be submitted via email to Staff Council. Failure to do so could jeopardize future requests.

Developed: KC/AP 04/2018
Approved: Staff Council 04/2018
Reviewed: KW/CW 07/2020