

College of Arts & Sciences

Staff Development Funding Program

(revised 11/26/14)

Objective: The purpose of the A&S Staff Development Program is to assist College of Arts & Sciences permanent staff in developing professional knowledge and skills by designating an allotted pool of funds available for staff development allocation.

Eligibility: College of Arts & Sciences staff with permanent employment in an Arts & Sciences department, center, program, or support services unit. Staff development requests will be limited to one request per staff member per year, and the request will be for one professional development opportunity. In other words, multiple items should not be combined into a single request.

Development Award Size: Amounts requested will vary. To assure efficiency, requests should not be made for activities costing less than \$100, as these expenses could be absorbed by individual departments. Award amounts to individual staff will not exceed \$1,500 in a single year.

Program Funding: Funding is limited and awarded on a competitive basis. Budget amounts available may vary, based on number of awards approved and funds available for carryforward into subsequent years.

Mechanism: An individual will submit an electronic application and related materials to the CAS Staff Council. Application form can be found at cas.unl.edu/docs/CASProfDevApp. Applications should indicate:

- Business rationale: 'How does this training relate to your job responsibilities and/or career aspirations within the Department/College?'
- How will the training benefit your unit: 'Will the training benefit one or more staff, students, or faculty in your unit? If so, how?'
- How will accountability be established: 'How will the awardee share knowledge learned and/or incorporate the new skills in current job?'
- How will job functions be covered while employee is absent (if applicable)?
- Dollar amount of request (including travel expense, conference registration, etc)
- Supervisory and departmental approval of the request
- Additional funding (and sources) being applied to the request
- Conference/course documentation to support request

Evaluation: Evaluation and approval of requests will be the responsibility of the CAS Staff Council. This Council represents a cross-section of employee types and job knowledge across the College. The Council establishes criteria for review and approval of requests, with guidance from the Assistant Dean for Business and Finance. The Council will review requests monthly, and manage the annually allotted professional development budget. Once the Council approves applications, they will be submitted to the Assistant Dean for Business and Finance for final approval and notification of decision to the applicant.

Final Reporting: All staff receiving professional development funding from this program will be required to submit a report (and present to the Staff Council) describing the professional development outcomes from the professional development activity within a month of the activity completion.

Staff compensation during absence: Departments will be expected to comply with UNL's HR policy on attendance as stated below. Department Chair support for each request will be required prior to the application being submitted and evaluated. Per UNL HR policy:

“When a department approves an employee's **voluntary attendance** at a work-related workshop or seminar, the time spent in attendance and travel during normal working hours is considered administrative leave. Time extending beyond regularly scheduled working hours is not considered as compensable time.

Time spent in attendance and travel for **required workshops** is considered as time worked, when time is confined to one day.

When employees travel overnight for a required activity, travel time during the employee's **usual working hours**, both for workdays and non-workdays (e.g., Saturdays, Sundays, or holidays), **is considered as time worked**. Travel time as a passenger **outside normal working hours is not compensable**, but for an employee who is required to drive, the entire travel time is considered as time worked.”