

STAFF PROFESSIONAL DEVELOPMENT FUND

EKU Human Resources administers a Staff Professional Development Fund (PDF) that is available to award matching funds to departments in support of the development of knowledge, skills and abilities of employees. Developing staff employees in this manner contributes to University/College/Department strategic initiatives, and therefore improves the quality of programs and services within the university community.

EKU Human Resources will submit an annual budget request for funding the Staff PDF. Planning Groups and Units are encouraged to include staff professional development in their strategic and budgetary planning.

Who is Eligible?

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.

A University Standing Review Committee will review [Staff PDF applications](#). This committee 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.

What is the Award?

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.

Staff PDF 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.

What Activities are Eligible?

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

The Staff PDF 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:

1. Current Strategic Plan for the University;
2. Current Departmental Action Plan; and
3. Employee's Individual Professional Development Plan:
 - Through improving 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, certification/licensure fees, membership fees for associations/organizations/clubs or required training for the employee's position. Use of the [Faculty/Staff Tuition Waiver](#) should be considered prior to applying for Staff PDF funds. Use of Staff PDF awards is subject to University audit.

Who Approves Awards?

The Staff PDF committee will budget available funding on a quarterly basis, review requests that meet the stated guidelines and distribute funding on a semi-monthly basis. 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 [Committee Coordinator](#) as to whether each request is approved or denied.

What is the Application Process?

1. Complete the [Staff Professional Development Fund 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](#) at the address below.
 - 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



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3. The Staff PDF Committee will consider each eligible request. Written notice of action upon the request will be sent to the applicant by the committee coordinator within one week of the Staff PDF Committee meeting.

- Applicants must notify the Committee 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 any other pre-payment required.

- Applicants are required to seek out cost-effective travel and lodging arrangements in accordance with the university's established guidelines
<http://www.accounts.eku.edu/travel.php>

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 via the Committee Coordinator using the Staff PDF Request Report form. The report is required for disbursement of the Staff PDF funds 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

Whom to Contact?

Contact the Staff PDF Committee Coordinator with questions about the Staff Professional Development Fund:

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