



**Shepherd University
Classified Employee Council
Staff Development Program Guidelines**

Policy Regarding Staff Training & Development

Shepherd University is committed to fostering the professional growth of its classified staff by maintaining a structured staff training and development program. Both individuals and the institution share the responsibility to define and achieve their own excellence. This program is designed to enhance the professional level and effectiveness of the institutional staff members in their assigned duties and responsibilities.

Purpose of Staff Training and Development

The staff development program is designed to enhance the professional skills and overall effectiveness of employees in their current roles while preparing them for future opportunities. While training offers various benefits—such as increased knowledge, job satisfaction, and improved performance—its true value is measured by its overall impact on employees and the students they serve.

The University's best interests are served when a policy is in place that supports and nurtures the climate and conditions necessary for both individual and organizational growth. Staff development involves and benefits everyone who influences students' learning. When University personnel define and improve their skills and knowledge, students benefit.

Definition of Staff Training and Development

Training and development initiatives serve as catalysts for meaningful change, integral to advancing the University's philosophy, goals, and expectations. These activities, tailored to meet the University's needs and resources, enhance professionalism, productivity, and organizational effectiveness. Examples include:

- Job-related skill enhancement
- Career development opportunities
- Instructional development
- Research and scholarship
- Personal and professional growth through behavioral and attitudinal change

Eligibility and Participation

All full-time and part-time classified employees of Shepherd University who have been employed for a period of at least six months at Shepherd University are eligible for staff training and development benefits, in accordance with the Higher Education Policy Commission policy.

Higher Education Policy Commission Roles and Responsibilities

- Require each institution to develop and maintain a classified staff training and development program tailored to its needs and resources.
- Serve as a central source for information on programs, conferences, training, materials, research, and other matters relevant to staff development.
- Sponsor and support statewide and regional conferences and workshops on staff development.
- Assist institutions in evaluating and improving staff development programs and assessing their effectiveness.

Shepherd University Roles and Responsibilities

- Allocate Funds for Training and Development Activities
 - At the beginning of each fiscal year, the University budget will include funds designated specifically for staff training and development. These funds will be the base for the overall operational expenses. The Staff Development Committee will oversee fund allocation and usage.
 - The Staff Development Committee will consist of one Classified Employee Council member elected by the Council to serve as Committee Chair, one classified employee selected by the Classified Employee Council, and the Director of Human Resources Operations, who will be a permanent member of the Committee.
 - The Staff Development Committee is responsible for approving funding requests for travel expenses and tuition reimbursement.

Travel Expenses

- Requests for travel funding must be approved in writing by the employee's supervisor, with the department specifying its contribution.
- Eligible travel expenses may include mileage, air travel, lodging, and meals.
- Reimbursement may be provided up to the approved annual reimbursement amount.

Tuition and Course Fees

- Requests for tuition reimbursement must be approved in writing by the employee's supervisor, with the department specifying its contribution.
- Reimbursable expenses include seminar and conference fees, course fees, and textbooks. Mileage to and from class is not covered.
- A signed copy of the employee's receipt must be attached to the Application for Staff Development Funds for tuition reimbursement.

Classified employees may be reimbursed for classes taken in the baccalaureate or graduate degree programs outside of any tuition waiver. Graduate courses must be specifically related to the employee's field of work.

Annual Funding Limits:

- The Classified Employee Council will determine the annual funding limit each year based on budget availability.
 - No full-time or part-time classified employee may receive more than the approved annual limit.
- **Identify Training and Development Needs**
 - Any employee, supervisor or administrator may recommend to the Classified Employee Council a particular training and development program or the need of one. The Director of Human Resources Operations and/or a designee from the Classified Employee Council will keep abreast of available training and development activities and inform staff of such activities.
- **Schedule Training and Development Activities**
 - Staff training and development activities will include, but not be limited to, seminars, teleconferences, apprenticeships, on-the-job training and supervisor skill development scheduled by Shepherd University or some other agency.
 - Recommendations for training and development programs should be submitted to the Director of Human Resources Operations and Chair of the Staff Development Committee, with details on the target audience and anticipated benefits. The Director of Human Resources Operations and Chair of the Staff Development Committee will schedule activities.
 - While all staff members are encouraged to participate in training, departmental needs take priority. When funds are limited, priority will be given to the most impactful training programs.
 - Efforts will be made to support attendance at regional conferences and workshops coordinated by the West Virginia HEPC.
- **Report on Training and Development Activities**
 - An annual report on training and development activities shall be presented at the July meeting of the Classified Employee Council. The annual report will include a summary of usage of financial resources dedicated to the program.