EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION No. – AR- 5.8

Title: Staff Professional Development

Effective Date: 09-28-06

General Summary Statement of Administrative Regulation purpose. This regulation applies to all benefits eligible employees, including classified, non-classified, and faculty of Eastern West Virginia Community & Technical College. This regulation describes the process for staff and faculty that seek professional development as provided in Eastern's policy BP-5.4, Staff Development. College forms covered by this regulation include Employee Waiver Application, Recommendation to the President, Travel Request, and Travel Reimbursement. Usage provisions are required to insure equity among employees, and fiscal implications.

Procedure:

A. Tuition Waivers

1. Graduate Classes: Before applying for graduate classes, applicants are required to seek waivers from the graduate institution. Applications may be obtained from the Human Resources Department or the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline. It is the responsibility of the recipient to follow the process of the graduate institution.
2. Undergraduate Classes: Eastern West Virginia Community & Technical College, waiver forms can be obtained from the Financial Aid Department. Eastern's waivers are limited in the number of waivers available annually and that limit is set by Eastern's Board of Governors.
3. The employee waiver application must be completed by the employee and submitted to their supervisor for approval. Once approved the Financial Aid Director determines if the waiver is available.
4. Once the Financial Aid Director determines the waiver is available at Eastern, the employee is approved for payment.
5. Applicants shall not receive professional development funds for classes when they are receiving other types of financial aid from the college (i.e. Pell grants or financial aid assistance, simultaneously).

B. Training, Conferences, Seminars, and Other Staff Development

1. Applicants are encouraged to attend these types of professional development that pertain to their employment with the college.

2. Staff must complete the Recommendation to the President form for approval.
3. Staff must complete a travel request form and submit the form to their immediate supervisor for approval. The President or his/her designee has final approval of any travel requests.
4. Staff should not make any travel arrangement until the travel request form is approved by the President or his/her designee. Once approved, travel arrangements should be made.
5. To request reimbursement for travel expenses incurred during staff development training a travel reimbursement form must be completed and approved by the employees supervisor.
6. Please see Eastern's Travel Regulation AR-7.12 for travel and travel reimbursement issues.

09-28-2006

Alfred R. Hoffmann Ph.D., President **Date**