

# STAFF DEVELOPMENT GUIDELINES

## Definition

Staff development is defined as any activity that encourages staff (University Support Staff and Unclassified Professional Staff) to acquire knowledge, skills, techniques, and attitudes that enhance individual professional development in providing effective service at Fort Hays State University.

## Criteria

1. Applications *must be submitted online using the Workday Staff Development Application Form* and will be initially screened based on the following criteria:
  - a) clear delineation of benefits to the department/area, division or university goals and objectives;
  - b) clear delineation of benefits to the individual and the job area.
2. Upon completion of the initial screening, the committee will identify topics/proposals of special interest which go beyond simple travel requests, including:
  - a) exploration of ideas, initiatives or other activities;
  - b) activities which add to a staff member's existing skills.
3. Final evaluation will focus on ranking the remaining proposals by employing the following criteria in no specific order of importance with the exception of letter a:
  - a) soundness and internal coherence of the applicant's written statement;
  - b) presentation of work-related subjects or other creative projects;
  - c) staff is developing or renewing technical skills or management/leadership capabilities;
  - d) monies provided by the department and/or college as an indication of Chair/Dean Director/VP support and other efforts to seek external funding;
  - e) extenuating need linked to travel, scarcity of the development activity and membership in departments/units with small OOE budgets;
  - f) priority will be given to services and training not available on campus.

## Procedures

1. Complete the *Staff Development Application Form* in Workday and include all required fields.
  - a) Complete all required fields of the application, including dates and location, in the Proposed Activity(ies) tab;
  - b) Next complete all required fields in the Projected Expenses (detailed budget) tab:
    - 1) complete all expenses associated with the activity. The expenses must comply with state guidelines;
    - 2) if more than one individual is requesting support for the same activity, clearly indicate how costs will be shared in the Project Expense Comments field;
    - 3) complete Support from Department, Support from College, and/or Other Support;
    - 4) totals automatically calculate in Remaining Unfunded Expenses (USD). If you wish to request less than the \$800/\$1,000 allowed amount, you may indicate this in the Additional Explanation field.
2. **Applications must be approved by the Applicant, Chair/Supervisor and Dean/Vice President prior to travel or before the deadline date of September 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> or May 1<sup>st</sup>, whichever occurs first.** Be sure to regularly check the approval status of your application to ensure all parties have approved the application before the deadline date. If you have questions about the application form, please contact the Administration and Finance Office.

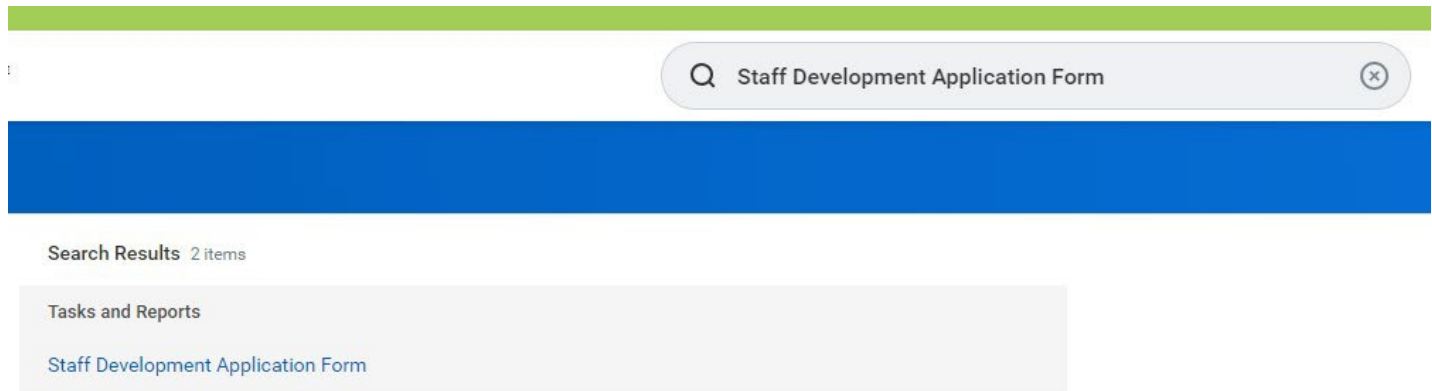
3. Awards are capped at \$800.00 per person per fiscal year if you are an attendee or \$1,000.00 per person per fiscal year if you are a presenter. Please note awards cannot be higher than the amounts listed above and all sources of funding should be noted on the application.
4. Applications from employees on leave from the University will not be considered.
5. If you have questions about Staff Development, please contact the Administration and Finance office at extension 4251.

### **Funding**

The Staff Development Committee will review applications four times per fiscal year: September 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup>.

Below are screenshot examples of the Staff Development Application Form process in Workday.

1. Log in to Workday and type: *Staff Development Application Form* in the search box and click the respective task.



2. Click on the Create New Application Start button (on orange).

## Welcome to the Staff Development Application Form

### Create New Application

Please click the button below to create a new application.



3. Complete all required fields (red asterisk) in the Proposed Activity(ies) and Project Expenses (detailed budget) section. If needed upload supporting files. Be sure to note all funding sources. Staff Development funds cannot be higher than \$800 if attending/\$1,000 if presenting.

**Applicant \***

✕ Michelle A Bryant | Shelley Bryant

**Department \***

✕ Office of the Controller

**Requested Date for funding Review \***

September 1

**Fiscal Year**

2024

Please fill up required fields in Proposed Activity(ies) and Projected Expenses Tabs to complete the form

Proposed Activity(ies)

Projected Expenses (detailed budget)

1. Include Title, Location, Dates, Scope (International/National/Regional/State), and Participation (Attending/Presenting).

**Event Title: Spell out all acronyms \***

ProcureCon MRO Conference, National Comp 2023

**Location \***

Atlanta, GA

**Dates \***

09/20/2023

**to \***

09/22/2023

**Select Scope \***

National

**Participation \***

Attending

	Details	Amount (USD)	Shared Amount w/ another individual (USD)	Requested (USD)
Registration / Workshop Fee	Registration Fees	1,495.00	0.00	1,495.00
Airfare	Roundtrip from Hays, KS to Atlant, GA	600.00	0.00	600.00
Lodging	2 nights at \$200/night + Tax (state rate as of 10/11/2023 \$244.50)	464.00	232.00	232.00
Food	2 days at M&EI Rate of \$74.00/day	148.00	0.00	148.00
Transportation	Shuttle from airport to hotel	50.00	25.00	25.00
Parking	N/A	0.00	0.00	0.00
Other (specify)	N/A	0.00	0.00	0.00
		2,757.00	257.00	2,500.00

Projected Expense Comments: \*

See chart above. Two individuals attending the same conference. Cost share for hotel room and shuffle. Total of \$257.00

Additional explanation.

Department is covering \$2,100.00. Only requesting \$400 from Staff Development.

File Upload



PRSSA International Conference \_ ICON 2023 \_ PRSA Agenda.pdf



Remaining Unfunded Expenses (USD)  
400.00

Support from Department

2,100.00

Support from College

0.00

Other Support

0.00

Maximum amount requested should be \$

Amount requested from Staff Development

400.00

Amount approved by Staff Development

0.00

Upload

OK

Cancel

4. Once completed Click OK.

\*Please note this is just an example and the screenshot is small in appearance. Each individual submitting will look different and may not have all information as the example.