Policy

UNIVERSITY POLICY: HR-19.00-2004/07

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Learning Opportunities

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: The University supports and encourages employee development and provides a variety of learning opportunities for career growth and professional development.

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(1) Staff Development and Training
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(1) Staff Development and Training

(a) Employees with appropriate supervisory approval are encouraged to attend professional development training.

(b) Hours spent in such training are considered regular work hours.

(c) Registration priority is given to salaried, line item employees. Temporary employees may attend on a space-available basis, provided the employee pays such costs.

(d) Training, such as Sexual Harassment Awareness, may be mandatory.

(2) Tuition Fee Reimbursement

(a) The President/designee provides reimbursement of a percentage of the total tuition fees for salaried employees to attend classes, up to six credit hours, at the University of West Florida.

(b) Changes in work schedules to attend classes must be approved by the appropriate supervisory authority in advance.

(c) The value of tuition reimbursement courses for graduate level courses is subject to taxation by the Internal Revenue Code. The Internal Revenue Code contains an exemption from this tax liability if the course work is justified as job-related. In order to obtain the exemption, the supervisor and employee must complete the Application for Tax Exemption for Employer-Provided Educational Assistance.

(3) Educational/Professional Development/Grant-In-Aid Leave with Pay

(a) The Educational/Professional Development/Grant-In-Aid Leave with Pay Programs are designed to provide career development, professional renewal, study, academic

course work, individual research, writing, educational travel or observation, or other experiences of professional value or to advance educational opportunities in under-represented areas.

1. Eligibility

a. Employees must be continuously and satisfactorily employed by the University of West Florida for at least three years prior to application deadlines,

b. Employees must be accepted in the planned academic or vocational/technical program for which they are applying, and

c. Employees must comply with the return to work provisions as set forth in the relevant procedures and execute an applicable promissory note which outlines continued employment obligations.

2. Application Process

a. Applications may be submitted to the Educational/Professional Development/Grant-In-Aid Leave Committees annually.

b. An application includes the justification for leave request, appropriate supervisory approval, and the employee's signed promissory note.

c. An employee granted Educational/Professional Development/Grant-In-Aid leave with pay will be considered employed during such leave and will retain all benefits, salary rights, performance ratings, leave balances and status, and will remain enrolled in the selected retirement system.

d. Time spent on Educational/Professional Development/Grant-In-Aid leave will not be counted toward the completion of the position orientation period.

e. Established standing committees will select the leave recipients.

(4) Sabbaticals

(a) Refer to United Faculty of Florida (UFF) Collective Bargaining Agreement.

(5) Leadership Enhancement and Development (LEAD)

(a) LEAD is a professional educational development program, sponsored by the President's Cabinet, to provide leadership opportunities and education focusing on the University's strategic goals and mission.

1. Eligibility

a. Participation is open to all employees with three or more years of service at the University of West Florida. Divisional Vice Presidents may waive the service requirement.

b. Employees must have demonstrated career interest or progressive responsibilities at the University of West Florida.

2. Application

a. Nominations are made by any University employee or through self-nomination.

b. The LEAD application: must be approved by the appropriate supervisory authority, must include the employee's statement of individual career focus and leadership experience, and shall be forwarded to the LEAD Program Coordinator for review and approval by the President's Cabinet.

c. Applicants must develop a team relationship with a mentor who shall provide feedback and help in optimizing program outcomes.

References: 1001.74 FS. and relevant Collective Bargaining Agreements.

Approved By: Dr. John Cavanaugh Date: 7/1/2004

Dr. John Cavanaugh, President