

**UTSI HUMAN RESOURCES
STAFF TRAINING AND DEVELOPMENT PROGRAM**

GUIDELINES:

1. You must be a regular employee to participate in this program (Temporary and Student employees are not eligible).
2. Activities supported must be career and job-related and beneficial to the University as well as the employee.
3. This program applies to courses offered on campus such as those offered through the UTSI Continuing Education Department.
4. Per fiscal year (July 1 - June 30), use of these funds is limited to \$200.00 for a maximum of two (2) activities.
5. This program will not be used to pay for courses in conjunction with the University's fee waiver program.
6. Requests must be signed by the employee's department head/supervisor giving approval for the activity prior to submitting the request to Human Resources.
7. Your application must be approved by Human Resources in advance of the program or activity. Please submit your application as far in advance as possible.
8. **EXCEPTIONS to the above guidelines will be considered. Please be prepared to provide written justification for your request.**