

APPLICATION FOR UTSI HUMAN RESOURCES STAFF TRAINING AND DEVELOPMENT PROGRAM

See guidelines on reverse side of this form

*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.*

I: [To be completed by the employee]

Employee Name _____

Job Title _____

Employee ID or Social Security Number _____

Department Name _____ Cost Center/WBS Element: _____

I request that my participation in this program be funded by the UTSI Human Resources Staff Training and Development Program (E02-0156). During this fiscal year, this is my first request This is my second request

The course will be held at _____ (institution).

The course meets from _____ o'clock on _____ (days of week)
from _____ (dates).

The cost of the course is \$ _____

Per fiscal year (July 1 - June 30), use of these funds is limited to \$200.00 for a maximum of two (2) activities.

However, exceptions will be considered.

Briefly describe the program that you wish to attend and how your participation will be beneficial to your career and to the University. (If more space is needed, please use reverse side.) Please attach any published material that provides a description of the program.

I comply with the UTSI HR Staff Training and Development Program guidelines. I understand that this request will be considered only after my department head/supervisor has approved it. This request must be approved in advance of the activity.

Employee Signature

Date

II. [To be completed by the employee's department head/supervisor]

This request is approved as indicated above.

Department Head/Supervisor

Date

APPROVED (Charge to E02-0156):

Human Resources Director

Date

DECLINED (Cannot charge to E02-0156): _____ Date _____

PENDING: _____ Date _____

**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.**

Program description continued from front: