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<b>Responsible Executive:</b>	Vice President of Human Resources
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# Staff Professional Development, Training, and Service Engagement

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## I. REASON FOR THIS POLICY

Establish University of South Dakota expectations for Civil Service/Non-Faculty Exempt (CSA/NFE) staff professional development, training, and service engagement to encourage supporting the University and/or local community.

## II. STATEMENT OF POLICY

The University of South Dakota is committed to providing CSA/NFE staff with opportunities for professional development, training or service engagement. During each annual performance evaluation period, all CSA/NFE staff are required to participate in a minimum of two professional development, training and/or service engagement opportunities.

Professional development and training opportunities enhance their job knowledge, increase their professional skills, or otherwise contribute to their role in fulfilling USD’s mission.

Service engagement opportunities involve overtime-exempt CSA/NFE staff in the University and community by attending events that support the “Coyote” experience or supports civic awareness through participation in community events or civic clubs/organizations. Overtime-eligible CSA/NFE staff cannot count service engagement as work time without prior approval from supervisors.

This requirement, and the completion of the requirement, or lack thereof, will be noted on the annual performance review of all CSA/NFE staff. The supervisor will determine if a specific event satisfies the requirement.

Reimbursements for expenses or fees may be authorized by the supervisor in accordance with USD, SDBOR and State of South Dakota policies on reimbursement for work related professional dues, fees or expenses. These reimbursements must be approved “prior” to expenditure of the event through appropriate approval channels.

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### III. DEFINITIONS

**“PROFESSIONAL DEVELOPMENT”** – any seminar, training or other similar event, online or in-person, on-campus or off-campus, that contributes to the staff member’s professional development and ability to serve the mission of the University of South Dakota and/or the South Dakota Board of Regents.

Professional Development Opportunities and training include, but are not limited to:

- USD sponsored events such as the workshops, trainings and seminars that contribute to their job knowledge, or knowledge of USD.
- Participation in off-campus training, seminars, professional conferences, etc. that relate to the employees service to USD.
- Taking classes related to their service to USD. Hourly staff may be compensated in accordance SDBOR Policy 4:17.
- Staff eligible for overtime will be compensated for Professional Development Opportunities and training in accordance with SDBOR Policy 4:25.

**“SERVICE ENGAGEMENT”** – an event or service activity by an exempt from overtime staff member that is outside of their normal duties, on or off campus, that supports the local community or university.

Service/Engagement Opportunities include, but are not limited to:

- Athletic events
- Fine Arts productions
- Student Services activities/functions (outside their normal work duties)
- Off-campus service by active involvement in civic organizations, community events, non-profit organizations or service clubs.

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### IV. PROCEDURES

CSA/NFE staff employees will work with their supervisors to determine appropriate opportunities for professional development, training, and service engagements. CSA and NFE

supervisors and employees will document the results on the annual performance evaluation. Participation, or lack thereof, should be considered in determining appropriate performance ratings.

Supervisors will monitor participation through normal daily interaction with staff. Physical verification is not intended. Trust in the staff member is key.

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## V. RELATED DOCUMENTS, FORMS AND TOOLS

Human Resources will publish “general” training opportunities via email, on the USD HR website and through social media, and will maintain an online training calendar of recurring and special training events.

Human Resources Training website - <https://my.usd.edu/uPortal/p/hr-info.ctf3/max/render.uP?tab=44772-training>

USD calendars - <http://calendar.usd.edu/> (select Lectures and Seminars calendar)

USDgo application (Google Play or App Store)

“Day of Tickets” - <https://my.usd.edu/uPortal/p/hr-info.ctf3/max/render.uP?tab=41238-benefits>

Community events - <http://vermillionchamber.chambermaster.com/events>

South Dakota Board of Regents, **EDUCATIONAL RELEASE TIME**, 4:17 - <https://www.sdbor.edu/policy/documents/4-17.pdf>

South Dakota Board of Regents, **TIME AND LEAVE REPORTING**, 4:25 - <https://www.sdbor.edu/policy/documents/4-25.pdf>