

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER HR-53

25 May 2016

TRAINING FUND POLICY

1. PURPOSE

The Citadel is committed to the professional development of its employees. It supports improving the skills and abilities of employees to better perform their current job duties and develop employees for future opportunities. This Memorandum sets forth The Citadel's policy for providing funds for training expenses incurred by Citadel employees.

2. REFERENCE

South Carolina Human Resource Regulation 19-716: Staff Development and Training

3. POLICY

- A. All employees in a permanent position are eligible to participate in training advancement programs. Temporary or student employees may attend training on a space available basis. Managers and supervisors are encouraged to work with employees, without regard to race, color, religion, sex, age, national origin or disability, who wish to enhance their current skills to further their opportunities for career advancement at The Citadel
- B. Training funds are limited to tuition/fees/registration cost only, and cannot be used towards transportation/travel expenses such as hotels, meals or mileage. Items that are not covered by training funds should be worked out with department heads or supervisors. The course/ seminar must also be approved by the Department of Human Resources before any reservation can be made.
- C. Training funds requested per employee will be no more than \$500 and may not exceed this amount per employee per year.

- D. Training funds may be requested only for training either directly related to the employee's position, as identified by the employee's department head, supervisor and/or training manager.
- E. Any waivers to this policy must be justified in writing through the employee's Vice President to the Director of Human Resources.
- F. Procedure
 - 1. Participants must complete a Training Request Form. Forms are available on the Human Resources web site.
 - 2. Training request must be approved by the employee's supervisor and then forwarded to the Human Resources Department for a review of eligibility requirements.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Associate Vice President for Operations on 6 August 2012

B. Responsible Department:

Office of Human Recourses

C. Responsible Official:

Director of Human Resources

D. Cross References

None

7. RESCISSION

Human Resource Policy "Training Fund Policy" dated 31 August 2012 is rescinded.

8. REVIEW

Annual

FOR THE PRESIDENT:

OFFICIAL

THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Senior Vice President, Operations and
Administration