

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

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MEMORANDUM
NUMBER 2-104

6 August 2012

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:

S.C. Regulations, 19-716

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 may not exceed \$500 per employee per year.
- D. Training funds may be requested only for training either directly related to the employee's position or the next level on the career ladder, 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 employees Vice President to the Director of Human Resources.

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4. Procedure:

- A. Participants must complete a Training Request Form. Forms are available on the Human Resources web site.
- B. 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:

Human Recourses

C. Responsible Official:

Training Manager

D. Cross References

None

8. RESCISSION

Human Resource Policy "Training Fund Policy" dated 31 July 2009 is rescinded.

FOR THE PRESIDENT:
OFFICAL

THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Associate Vice President, Operations

