**L&S UNIVERSITY STAFF PROFESSIONAL DEVELOPMENT GRANT**

**INFORMATION SHEET**

**Job-Related/Required Training**

Training and courses that fall under the job-related category are important in maintaining or improving skills required in the employee’s present position. Such training is directly and immediately related to the work needs of the unit and is fully funded by the employer. Such training is taken on work time and is usually of brief duration, is not recurring or extensive. Examples of job-related/required training include: computer software training, workshops through Office of Talent Management, workshops through the Small Business Development Center, conferences (e.g. National Association of Graduate Admissions Professional Conference), seminars.

All fees (e.g. course fees, textbooks) for job-related/required training are to be paid by the unit when the employee registers for the course or training. Books that are purchased through this process become the property of the department. Parking costs are also reimbursable for this training.

If the course/training is outside of the employee’s home city, the employee would also be reimbursed for travel and meals according to the UW Business Services policies and procedures. If the course/training is within the employee’s home city, the employee would not be reimbursed for meals and would only be reimbursed for the amount of travel, if any, between their work place and the training facility. If the employee goes home directly from the training facility they would not be reimbursed for this travel or if they go directly to the training facility from home, they would not be reimbursed for this travel.

Payments for these courses/training is done through the requisition process. Questions about this process should be directed to your L&S Business Services contact.

**Career-Related/Professional Training Courses**

Courses that fall under this category are professional development courses for credit which are not required by the employer and are generally taken on the employee’s own time. An employee can be reimbursed for up to 18 career-related course credits or its training equivalence, in terms of per credit fee, in a calendar year.

If funding is approved for one of these courses, reimbursement would also need to be approved through the Tuition Reimbursement Process. Reimbursement for these courses is generally 100% of the cost of the training and is provided to the employee through the e-reimbursement process once the employee successfully completes the course.