



Staff Development Procedure for Full-Time APAS Bargaining Unit Members

Pursuant to Section 6.3 of the collective bargaining agreement, upon the submission of a proper application, approval by the immediate supervisor and approval by the signature authority for the funding source, the University, in accordance with its travel policy, will encourage professional development opportunities. The University agrees to pay an amount not to exceed \$500.00 each fiscal year for any full-time employee whose request for staff development is approved in accordance with this section.

- 1. Complete the staff professional development application (if travel is involved, complete a travel expense report in Concur prior to traveling).**
- 2. Ask your immediate supervisor to review your request.**
- 3. If approved, forward to signature authority of funding source for approval.**
- 4. If approved, the cost will be charged to the department's FOAPAL as either APAS Travel (701309) or APAS Professional Development Without Travel (701946).**
- 5. Keep the original application on file in the department.**
- 6. Forward a copy of the original application to the Budget Office for reimbursement.**

Staff Development Ideas

- Course books, fees or tuition
- Conference, seminar, workshop or training (on site or online)
- Membership fees for professional organizations
- Subscription fees for reading materials (e.g. The Chronicle of Higher Education)
- Research opportunities

*Please note staff development is meant to enhance our intellectual well-being.

If you have any questions about this process or your requests, please refer to the contacts below:

APAS Contact: Carrie Stipanovich

Phone: x2125 | Email: cmstipanovich@ysu.edu

Budget Office Contact: Terri Orlando

Phone: x1714 | Email: tlorlando@ysu.edu

How to Access the Application

1. Start online at ysu.edu/hr

2. On the right-hand side, under **QUICK LINKS**, click Forms

HOME / EMPLOYMENT / BENEFITS / WELLNESS / TRAINING & DEVELOPMENT / LABOR RELATIONS

Human Resources

[PRINTABLE VERSION](#)

WELCOME TO THE OFFICE OF HUMAN RESOURCES AT YSU

The Office of Human Resources has a supportive role in the overall mission of Youngstown State University. Our mission is to provide leadership and guidance on strategic and operational activities that pertain to recruiting, selecting, appraising, compensating, recognizing, developing employees, administering benefits and labor relations.

HR NEWS

CHECK THIS AREA FOR LATEST NEWS AND ANNOUNCEMENTS.

- High Deductible Health Plan Option*
- 2018 YSU Open Enrollment Presentation
- Alternative PPO Offering / PPO Plan Comparison
- Newsletter-Fall 2017
- Excluded Staff Vacation Cash Out Form

QUICK LINKS

- Employment @ YSU
- Forms
- Human Resources Frequently Asked Questions
- Managers Toolkit
- Organizational Chart**
- Payroll
- Policies and Procedures
- University Holidays
- University Policies
- YSU's Anonymous Fraud Reporting Hotline
- 17-18 OEA Deadlines*

*Requires Adobe Acrobat Reader
**Requires Microsoft Word or Word Viewer

3. Click **For Professional/Administrative Staff**

HOME / EMPLOYMENT / BENEFITS / WELLNESS / TRAINING & DEVELOPMENT / LABOR RELATIONS

Forms

[PRINTABLE VERSION](#)

- For All YSU Employees
- For Classified Employees
- For Faculty Members
- For Part-Time Faculty
- For Professional/Administrative Staff
- For Volunteers

QUICK LINKS

- Employment @ YSU
- Forms
- Human Resources Frequently Asked Questions
- Managers Toolkit
- Organizational Chart**
- Payroll
- Policies and Procedures
- University Holidays
- University Policies
- YSU's Anonymous Fraud Reporting Hotline
- 17-18 OEA Deadlines*

*Requires Adobe Acrobat Reader
**Requires Microsoft Word or Word Viewer

4. Click **Staff Development Procedure and Application**

HOME / EMPLOYMENT / BENEFITS / WELLNESS / TRAINING & DEVELOPMENT / LABOR RELATIONS

Forms for Professional/Administrative Staff

[PRINTABLE VERSION](#)

Listed below are links to forms for Professional/Administrative employees of Youngstown State University. Where appropriate, the data can be keyed directly on the form, printed and forwarded as indicated.

Leave Forms and Guidelines:

- APAS ESLB Guidelines*
- APAS ESLB Application for Participation*
- APAS ESLB Application for Use of Hours*

Outside Employment and Consulting:

- Outside Consulting Form for P/A Staff, Deans, and Chairpersons 2017-2018*

APAS Staff Development:

- Staff Development Procedure and Application*

Staff Development Leave:

- APAS Guidelines* / APAS Staff Development Leave Form*
- Exempt Guidelines* / Professional/Admin Excluded Staff Development Leave Form*

*Requires Adobe Acrobat Reader

5. Print the application, obtain signatures, and submit a copy to the Budget Office for reimbursement.

*The original application should be kept on file in the department for auditing purposes.