

# Cleveland State University

## Staff Development Program

Department of Human Resources

2121 Euclid Avenue, AC 113, Cleveland, OH 44115. 216.687.3636 (voice) 216.687.9334 (fax)

Employee \_\_\_\_\_ CSU ID# \_\_\_\_\_  
Last First MI  
Address \_\_\_\_\_  
Number Street City State Zip  
Department \_\_\_\_\_ Campus Extension \_\_\_\_\_ Semester \_\_\_\_\_

**COURSE INFORMATION** (Check one)

- Undergraduate  
 Law

- Graduate  
 Continuing Education

**REMISSION STATUS** (Check one)

- Resident  
 Retiree  
 Non-Resident

List only those courses being taken under the Staff Development Program  
**8 CREDIT HOUR MAXIMUM**

Course Name	Course Number	Section	Credits	Days & Hours

**CHECK ALL THAT APPLY:**

- This person is appointed to a **full-time position and in ACTIVE status as of the first day of the semester** for which benefits are being applied, and is eligible for Staff Development Program benefits.
- This person is a **appointed to a part-time position regularly scheduled to work 20 or more hours/ week and in ACTIVE status as of the first day of the semester** for which benefits are being applied, and is eligible for Staff Development Program benefits. **(Note: Benefit is NOT available to Lecturers/Adjuncts)**
- This person is an eligible **RETIREE** (An eligible retiree is one who retires from **Full-time** active service after at least 5 years of service). **Obtain signature from the Department of Human Resources AC 113.**
- Course(s) will be taken during **UNPAID** time and will not conflict with regular responsibilities.
- Course(s) are currently unavailable during non-working hours. In management's judgment, the course will contribute significantly to the maintenance and improvement of job performance. The employee may be excused \_\_\_\_\_ hours per week with pay to attend ONE course.

**NOTE: Benefits provided for education beyond an undergraduate degree in excess of \$5,250 per calendar year are taxable. This includes undergraduate courses taken by students who already possess an undergraduate degree. Waivers for education below the graduate level are non-taxable. Federal and State taxes will be withheld in four installments during the last four pay periods of each semester.**

**FACULTY/STAFF USING STAFF DEVELOPMENT ARE NOT ELIGIBLE FOR FREE ACCESS TO THE RECREATION CENTER.**

\_\_\_\_\_  
FACULTY/STAFF MEMBER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON, DEAN, DEPARTMENT HEAD, HR<sup>1</sup>

\_\_\_\_\_  
DATE

<sup>1</sup>Human Resources signs for retirees of the University

Submit Completed form to Office of Treasury Services

Rev. 1/27/2016