

Cleveland State University

CONTINUING EDUCATION Staff Development Program

Department of Human Resources

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

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

COLLEGE OFFERING CE COURSE (Check only one)

- | | | | |
|-------------------------------------|-----------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> CLASS | <input type="checkbox"/> Business | <input type="checkbox"/> COEHS | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Nursing | <input type="checkbox"/> Law | <input type="checkbox"/> Urban | <input type="checkbox"/> Test Prep |
| <input type="checkbox"/> Rec Center | | | |

List only those courses being taken under the CONTINUING EDUCATION Staff Development Program

Course Name	Course Number	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 ¹	DATE
		¹ Human Resources signs for retirees of the University	

[Submit Completed form to the Continuing Education Office UR 141](#)

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