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 CSU ID#

Last First MI

Address

Number Street Campus Extension City State Zip

Department 

Campus Extension Semester

COLLEGE OFFERING CE COURSE (Check only one)

☐ CLASS ☐ Business ☐ COEHS ☐ Engineering
☐ Nursing ☐ Law ☐ Urban ☐ Test Prep
☐ Rec Center

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Days &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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, HR1 DATE

1 Human Resources signs for retirees of the University

Submit Completed form to the Continuing Education Office UR 141
Rev. 2/07/2019