

# Cleveland State University Staff Development Form

## CONTINUING EDUCATION COURSE STAFF Development FORM

Department of Continuing Education

2121 Euclid Avenue, UR 138, Cleveland, OH 44115. 216.687.3636 (voice) [conted@csuohio.edu](mailto:conted@csuohio.edu) (email)

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 |                                   |                                |                                      |

**STAFF PERSON MUST LIST ALL CREDIT HOURS TAKEN AT CSU WITHIN FISCAL YEAR** \_\_\_\_\_  
Check with registrar or refer to your transcript. Form will be not be accepted without credit information.

List below current courses to be taken under the Staff development Program or Contenting Education

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

[Submit Completed form to the Continuing Education Office by email at conted@csuohio.edu](mailto:conted@csuohio.edu)

**Rev. 05/16/2019**