

# Staff Development Fund Statement of Policy

(Approved August 24, 2005, effective September 1, 2005)

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## I. Mission

The Staff Development Committee has established a fund for the personnel of the University of Hawaii at Manoa Libraries. The funds are to be used to support staff participation in activities that will increase knowledge and expertise, develop potential for advancement, and enhance overall performance. The Committee will appoint a treasurer to manage the funds.

## II. Fund Uses

- A. Awards to encourage staff to attend and participate in conferences, workshops, institutes, and other educational activities; may include fees, books, software, and other related expenses.
- B. Sponsoring activities for continuing education and enhancing staff performance:
  - 1. Invite speakers to address the staff
  - 2. Offer in-house workshops
  - 3. Purchase or rent training materials, including audiovisuals and other electronic media
  - 4. Provide refreshments for Staff Development Committee-sponsored activities and events

## III. Duties of The Committee

- A. Administer awards to allow for attendance and participation in conferences, workshops, institutes, and other educational activities:
  - 1. The Committee will accept applications throughout the year and evaluate them based on the merits of the individual proposals in accordance with the established guidelines for awards.

2. The Committee shall decide upon the following:
    - a. The recipient(s) of the award(s)
    - b. The amount(s) to be awarded
  3. The Committee shall publish the names of the recipients, along with the titles of their activities and amounts awarded, in the annual report by the Committee Chairperson.
- B. Sponsor continuing education activities for the staff:
1. The Committee will determine the nature of these activities based on input from Committee members, the Library Senate Executive Board, and the staff in general.
  2. Any purchases, such as videotapes or other items, will be determined by the Committee members, based on need and relevance. All purchases become the property of the Library, and, whenever necessary, will be cataloged and made available for staff use.
- C. Appoint a Treasurer
1. The Committee shall maintain a separate subsidiary ledger for the Fund in an approved financial institution.
  2. The Committee shall appoint a treasurer who will keep the financial records of the Fund.
    - a. The Treasurer will maintain a ledger, reporting all financial transactions of the Fund.
    - b. The Treasurer shall include the status of the Fund in the Treasurer's report.
- D. The Committee shall endeavor to replenish the Funds by soliciting donations and sponsoring fund-raising projects.

## **IV. Guidelines For Awards**

### **A. Awards:**

1. Priority will be given to proposals that are related to the individual's primary duties at the Library.

2. Requests will be considered by the Committee in order of receipt.
3. Requests will not be accepted earlier than two months prior to the date of the conference, workshop, institute, etc.
4. The maximum amount of each award is \$150.00 per person, per fiscal year (September 1 to August 31).
5. If an initial award is less than \$150.00, a subsequent request may be considered for the balance of the \$150.00.
6. The Committee reserves the right to limit the number and amount of the award(s) on the basis of available funds. The Committee will take into consideration prior awards, numbers of requests, dollar amounts of requests, etc.

B. Eligibility

1. All University of Hawaii at Manoa Library permanent professional and paraprofessional staff are eligible to apply provided they have served satisfactorily for a minimum of six months with the UHM Library.
  - a. Professional staff shall include the Board of Regents (BOR) and Administrative, Professional and Technical (APT) appointees whose administrative unit is the Library.
  - b. Paraprofessional staff shall include Civil Service employees whose administrative unit is the Library.
2. UHM Library professional and paraprofessional staff, whether full time or part time, who are funded by grant or soft monies, are also eligible to apply, provided that the applicant has been employed within the Library for a minimum of two years continuous service.

C. Application for Awards:

1. Applications shall be submitted to the Committee using the appropriate form.

2. Requests for funding from other sources for the same project shall be noted on the application.
3. The award decision will be made by the Committee in consultation with any other individuals as necessary.

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Revised August 2005