Table of Contents

Policies: ................................................................. 2
  Eligibility Policy .................................................. 2
  Graduate Volunteer Policy ....................................... 3
  Off-Plan Activity Policy .......................................... 3
  Participant Continuation Policy .................................. 3
  Position Change Policy ........................................... 4
  Reimbursement Policy ............................................ 4

Requirements: .......................................................... 5
  Core Curriculum .................................................. 5
  Notebook Formatting and Requirements ....................... 7
  Program Requirements ............................................ 8

Getting Started: ........................................................ 8
  Your initial Goal & Activity Progress Log (GAPL) ............. 9
  Quarterly Progress Reviews ..................................... 9
  How to count your program hours ................................ 9
  How to document your program hours ......................... 10
  Updating your Goal & Activity Progress Log ................. 11
Eligibility Policy

Applicants to the Staff Development Program (SDP) must meet the eligibility requirements below:

- Applicant must be in a full-time permanent position with standard hours of at least 30 hours per week for at least three years at Clemson as of April 30, 2018. Service time for work in a position that had standard hours of less than 30 hours per week will not count towards years of service when determining eligibility for the SDP. Employees currently in a FTE position may count years of service in a temporary position if the temporary position had standard hours of at least 30 hours per week.
- Applicant must not be currently receiving retirement benefits. (SCSRS, PORS or State ORP)
- Applicant must have been in his or her current position number at least one year as of April 30, 2018 and must remain in that position number until completion of the SDP (May 10, 2019). (Involuntary reassignments will be considered on a case-by-case basis)
- Applicant must have received at least a “Successful” on EPMS evaluations for 2016-17 and 2017-18 and has received no written disciplinary actions through Human Resources within the past year as of April 30, 2018. (Does not apply to documentation of oral reprimand(s))
- Applicant must not have received a permanent salary increase (except state-mandated cost-of-living adjustments, additional duties or market equity) totaling 10 percent or greater within the last year, as of April 30, 2018.
- Applicant must not be at the top of his/her pay band. (Does not apply to unclassified staff positions)
- Applicant must accept that if the 10 percent salary increase, up to $4,000, would place him/her above the top salary for current pay band, participant will only receive the part of the increase that would bring salary to the top of current pay band. (Does not apply to unclassified staff positions)

Additional eligibility requirements:

- Graduates of the SDP are not eligible to reapply.
- Past participants of the SDP that were involuntarily dismissed from the program are not eligible to reapply.
- Past participants of the SDP that voluntarily withdrew from the program after completing a reasonable amount of progress towards completion of their approved plan (as defined below) but due to extenuating circumstances could not complete their plan (and whose withdrawal was approved by the SDP steering committee) are eligible to reapply.
  - Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review and 75% completion by the third quarterly review.
- Past participants of the SDP that have voluntarily withdrawn from the program twice (two different cohorts/program years) are not eligible to reapply.
- Past participants of the SDP that were terminated from the program due to a voluntary position change may reapply for the program after having been in their new position for more than one year; however, that termination will count towards one of their two permitted program withdrawals.
Graduate Volunteer Policy

The Staff Development Program (SDP) is a two-year program. During the second year of the program, graduates are required to give back at least 15 hours of SDP Steering Committee approved volunteer service to the program. For 2018-19 graduates, these hours must be completed between July 1, 2019 and June 30, 2020.

Fifty percent of the salary increase received from the completion of the first year of the two-year program will be forfeited if the volunteer service component is not completed to the satisfaction of the SDP Steering Committee.

Rationale: The SDP would not be possible without volunteers. The second-year of the program helps to perpetuate the program for future participants.

Procedure: SDP graduates will use the Graduate Volunteer Log to document their hours. Upon completion of a minimum of 15 volunteer hours, please submit the completed log to the SDP volunteer coordinator or 801 University Union.

Exceptions to this policy must be approved by the SDP Steering Committee.

Off-Plan Activity Policy

Staff Development Program (SDP) participants must seek approval to replace an activity if an activity listed on his or her original Goal & Activity Progress Log (GAPL) is canceled or no longer available.

Procedure for approval: To have an activity that is not part of your original GAPL approved, the SDP participant must submit an Off-Plan Activity Approval Request Form. This form will be reviewed by the SDP Steering Committee. If the request is denied, a participant may not complete the activity as part of his or her plan. If the request is approved, a participant may complete the activity. A signed copy of the approval should accompany the SDP Activity Form that is completed for the off-plan activity.

Guidelines:
- No off-plan activity hours may be acquired until approval is received from the Steering Committee
- All activity substitutions must be of comparable difficulty and skill level

Participant Continuation Policy

The Participant Continuation Policy has two tracks: withdrawal or dismissal.

Withdrawal: A program participant may voluntarily withdraw from the SDP at any time. If a participant is considering withdrawal, he or she should contact the SDP Coordinator and Chair to set up a meeting to review his or her options.

- Participants who have completed a reasonable amount of progress toward completion of their approved plan, who withdraw from the program due to extenuating circumstances and whose withdrawal was approved by the SDP Steering Committee, are eligible to reapply.
  - Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review and 75% completion by the third quarterly review.
- Participants who have voluntarily withdrawn from the program twice (two different cohorts/program years) are not eligible to reapply.
Dismissal: A program participant may be involuntarily dismissed from the SDP if he or she does not maintain satisfactory performance in his or her job, or if the participant fails to fulfill program participation responsibilities. In these situations, the following guidelines will be implemented:

- **Work-related:** A participant may be dismissed from the SDP if his or her supervisor submits in writing to the Steering Committee a work-related cause for this action. This removal will require agreement by the Dean or Director under whose authority the supervisor serves. Participant appeal to the Steering Committee will not be allowed in this type of involuntary removal from the program. This involuntary removal is not a grievable action (via the State of South Carolina grievance policy).

- **Progress-related:** A participant may be dismissed from the SDP if he or she fails to meet two program deadlines or if he or she has not completed a reasonable amount of progress toward completion of the approved plan. Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review, and 75% completion by the third quarterly review. Deadlines and benchmarks are set for the express purpose of tracking a participant’s progress through the program and ensuring work is being done in a manner that allows successful completion of the program. This involuntary removal from the program, which may be appealed (see Appeal Procedure below), is not a grievable action (via the State of South Carolina grievance policy).

  - **Appeal Procedure:** A written letter of support submitted by the program participant’s direct supervisor must accompany the participant’s written appeal to the Steering Committee.
    - The appeal/letter of support must be submitted in writing to the SDP Coordinator and SDP Chair within five (5) business days of the participant receiving written notice from the SDP Steering Committee of his or her dismissal from the program.
    - The Steering Committee will render a decision in regard to the appeal within five (5) business days of receiving the written appeal/letter of support.
    - If the written appeal is denied, the participant may request to meet with the Steering Committee at its next scheduled meeting.
    - The Steering Committee will render a final decision with regard to the in-person appeal within five (5) business days after the meeting.

- Participants who are involuntarily dismissed from the program are not eligible to reapply.

**Position Change Policy**

*Changes to non-permanent positions:*

Participants must enter and complete the program in a full-time, permanent position. Participants who voluntarily change from a permanent position to a non-permanent position will be terminated from the program.

*Changes to permanent positions:*

Participants must be in the same position number at the end of the program, defined as when the salary increase request is submitted to HR, as they were when they were accepted into the program.

Participants who voluntarily change positions during the program will automatically forfeit the salary increase at the end of the program. Participants who are terminated from the program due to a voluntary position change may reapply for the program after having been in their new position for more than one year, as stated by the SDP eligibility requirement.
Participants who involuntarily change positions (reorganization, elimination of department, etc.) during the program will be reviewed on a case-by-case basis.

Reimbursement Policy

Staff Development Program (SDP) participants are eligible to receive limited financial support for qualified and approved professional development activities, based on availability of program funding.

**Rationale:** Professional development is the largest of the three components of SDP programs of work because it is most closely tied to day-to-day job performance. Employee professional development activities traditionally have been hosted or underwritten by individual departments on behalf of their employees. The SDP Steering Committee has chosen to maximize the use of its own limited discretionary funds to support development activities for SDP participants by promoting activities that benefit participants as a group.

However, the SDP Steering Committee recognizes that completely excluding individualized activities from funding support is not consistent with the SDP’s main goals including provision of “…a framework to encourage and reward performance excellence and professional development.” Depending on available program funding, the Steering Committee will allocate funds to each SDP participant to offset a portion of professional development costs not covered by participants’ employing departments or other sources during the period of the SDP.

**Procedures:** To be considered and qualify for professional development reimbursements not covered by other sources, the SDP participant seeking reimbursement must complete a Reimbursement Request Form, sign all related receipts and submit the form/signed, original receipts to the SDP Program Coordinator within 14 days of the completion of the activity. No requests will be accepted after Friday, May 10 2019.

**Reimbursement Exclusions:** Reimbursements cannot be granted for:

- Travel related expenses (e.g. lodging, airfare or meals);
- Offset of lost personal income arising from professional development activity;
- Expenses beyond the scope of the immediate professional development activity (e.g. computer hardware or services, magazine subscriptions, professional organization dues, child care, etc.).

**Reimbursement Amount:** Currently, the total maximum reimbursement amount per participant will be limited to no more than $200. The Steering Committee will re-evaluate this funding in subsequent years and reserves the right to adjust and/or rescind its availability to participants each year.

Requirements:

Core Curriculum

SDP participants must complete at least 10 credits of the Core Curriculum as part of their program.

- Participants are responsible for scheduling and completing Core Curriculum activities unless an activity is denoted as ‘SDP sponsored.’ Participants will be notified when/if SDP sponsored activities are scheduled, but must confirm their plans to participate with the SDP Office.
- Participants may not ‘double dip’ core curriculum activities. For example, a core curriculum activity you completed may not also count as a professional, service or personal activity and vice versa.

**Documentation for Core Curriculum:**

*Core Curriculum Activity Forms* must be completed for each activity selected. In addition to the activity forms, you must document your experience using:
- Parts 1, 2 and 3 can be documented by submitting a **signed** activity form, a Skillport certificate or an email from the SDP office confirming your attendance (for SDP-sponsored events).

- Part 4 activities can be documented by submitting a **signed** activity form or by submitting minutes reflecting your attendance at a meeting.

**Where indicated, a “selfie” or photo of yourself taken by someone else while you are performing the activity is acceptable.**

---

### Core Curriculum Choices

<table>
<thead>
<tr>
<th>Part 1 – Teambuilding</th>
<th>Max Credits Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participants must complete at least 3 credits from activities below.</strong></td>
<td></td>
</tr>
<tr>
<td>Attend SDP sponsored teambuilding session at the Outdoor Lab</td>
<td>3 credits</td>
</tr>
<tr>
<td>Attend SDP sponsored information sessions - ex: brown bag lunch presentations</td>
<td>1 credit</td>
</tr>
<tr>
<td>Other options considered on case-by-case basis</td>
<td>1 to 3 credits</td>
</tr>
</tbody>
</table>

### Part 2 - Communication & Critical Thinking

<table>
<thead>
<tr>
<th><strong>Participants must complete at least 3 credits from activities below.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend SDP sponsored seminars</td>
<td>1 credit</td>
</tr>
<tr>
<td>Participate in diversity initiatives (examples include: Annual MLK Celebration, President’s LGBTQ Commission events, Ally Training, Diversity and Inclusive Excellence Month, International Awareness/International Festival). More information can be found at <a href="http://www.clemson.edu/diversity/major-events.html">www.clemson.edu/diversity/major-events.html</a></td>
<td>1 credit</td>
</tr>
<tr>
<td>View Skillport courses (examples include: <em>Ethical Decision-making in the Workplace; Professionalism, Business Etiquette, and Personal Accountability; Business Writing: How to Write Clearly and Concisely</em>). More information can be found at <a href="http://www.clemson.skillport.com/">www.clemson.skillport.com/</a></td>
<td>1 credit</td>
</tr>
<tr>
<td><em>Skillport seminars must be at least one hour in length</em></td>
<td></td>
</tr>
</tbody>
</table>

### Part 3 - Clemson University Operations

<table>
<thead>
<tr>
<th><strong>Participants must complete at least 2 credits from activities below.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange and attend a brown bag lunch session (coordinate with SDP Office) to learn about an operational function of the University (parking enforcement, student affairs, etc.)</td>
<td>1 credit</td>
</tr>
<tr>
<td>Ride a full CAT bus route and tour CatBus facility (selfie)</td>
<td>1 credit</td>
</tr>
<tr>
<td>Participate in campus safety events: Campus Safety Walk or safety seminars such as Active Shooter, DUI/Traffic Safety, Workplace Violence, Emergency Preparedness (Events are usually held during September – Campus Safety Month)</td>
<td>1 credit</td>
</tr>
<tr>
<td>Attend a university-level event (selfie at graduation, convocation)</td>
<td>1 credit</td>
</tr>
<tr>
<td>Tour a historic CU property (Fort Hill, Hanover House, Hopewell Plantation): Schedule tours online at <a href="http://www.clemson.edu/about/history/properties/tour.html">www.clemson.edu/about/history/properties/tour.html</a></td>
<td>1 credit</td>
</tr>
<tr>
<td>Tour the SC Botanical Garden</td>
<td>1 credit</td>
</tr>
<tr>
<td>Tour the Morgan Poultry Center</td>
<td>1 credit</td>
</tr>
<tr>
<td>Tour the Student Organic Farm</td>
<td>1 credit</td>
</tr>
<tr>
<td>Tour the Network Operations Center and Information Technology Center (at Research Park)</td>
<td>1 credit</td>
</tr>
</tbody>
</table>
Tour a Public Service and Agriculture (PSA) Research & Education Center (REC) 1 credit
Tour the Soils Lab and Plant Problem Clinic 1 credit

<table>
<thead>
<tr>
<th>Part 4 - Clemson University Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants must complete at least <strong>2 credits</strong> from activities below.</td>
</tr>
<tr>
<td>Attend a Faculty Senate meeting 1 credit</td>
</tr>
<tr>
<td>Attend a Staff Senate meeting 1 credit</td>
</tr>
<tr>
<td>Attend an Extension Senate meeting 1 credit</td>
</tr>
<tr>
<td>Attend a Graduate Student Government meeting 1 credit</td>
</tr>
<tr>
<td>Attend an Undergraduate Student Government meeting 1 credit</td>
</tr>
<tr>
<td>Attend a Board of Trustees meeting 1 credit</td>
</tr>
<tr>
<td>Attend a college dean’s meeting with faculty 1 credit</td>
</tr>
<tr>
<td>Attend a departmental meeting that you are not usually invited to attend (permission may be required) 1 credit</td>
</tr>
</tbody>
</table>

**Notebook Formatting and Requirements**

Notebooks are used as documentation in a participant’s official employee record to justify the SDP pay increase. Therefore, notebooks must represent a complete record of SDP work. Please be sure to follow the formatting order below so that the Steering Committee can review notebooks in a timely manner.

Documents in section one should be placed in your notebook in the order listed below.

**Section One – Plan Documents**

- A copy of your SDP application
- A copy of your SDP acceptance letter detailing the amount of your salary increase if you successfully complete the program
- A copy of your initial, signed SDP Goal & Activity Progress Log (GAPL)
- October review documents: October GAPL, progress review coaching form
- January review documents: January GAPL, progress review coaching form (if applicable), notebook review form, mid-progress review letter
- March review documents: March GAPL, progress review coaching form
- May review documents: Final GAPL, progress review coaching form (if applicable)
- A reflection form - Participants must complete the Reflection Form describing in detail his/her experiences in the SDP. This form will be provided to you upon submission of your final GAPL/completion of your program plan to the SDP office.

Documents in sections two through five should be placed in your notebook in the order your activities are listed on your Goal & Activity Progress Log.

**Section Two - Professional Development Documents**

Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to signatures, certificates of completion, transcripts, records of attendance, etc.

**Section Three – University/Community-Related Service Documents**
Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to signatures, email confirmations, letters of appreciation, etc.

Section Four - Personal Development Documents
Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to timelines, records of attendance, results of activities, etc.

Section Five - Core Curriculum Documents
Completed activity forms and all required documentation - This entails verification of activities performed including but not limited to timelines, records of attendance, results of activities, etc.

Program Requirements
1. I understand I must complete a minimum of 150 total hours of development:
   - Professional Development (a minimum of 74 documented contact hours)
   - University/Community-Related Service (a minimum of 40 documented contact hours)
   - Personal Development (a minimum of 26 documented contact hours)
   - Core curriculum (a minimum of 10 documented credits)

2. I understand I must fulfill the program requirements as indicated by the SDP 2018-19 handbook.

3. I understand I must continue to fulfill my regular job duties to the satisfaction of my supervisor during the period of my involvement in the SDP. A participant may be dismissed from the SDP if his or her supervisor submits in writing to the Steering Committee a work-related cause for this action. (see Participant Continuation Policy)

4. I understand that the activities I complete as a part of my SDP may not be part of my current workload.

5. I understand while supervisors may grant some leeway to permit SDP activity during ‘work’ hours, they are under no obligation to do so. Participants are to work with their supervisors to determine what will be allowed.

6. I understand I must create and maintain detailed documentation of how I have completed the requirements of the program.

7. I understand this is a two-year program and that I must complete and document at least 15 hours of SDP Steering Committee approved volunteer service to the SDP from July 1, 2019 through June 30, 2020 to fulfill the program requirements for the second year.

8. I understand that 50 percent of the salary increase received from the completion of the first year of the two-year program will be forfeited if the volunteer service component is not completed to the satisfaction of the SDP Steering Committee.

9. I understand that because there will only be a maximum of 25 participants in the SDP during this program year, the final selection of participants will be based on the quality and competitiveness of my application.

10. I understand that if I am not accepted as a participant in the SDP, I am not eligible to appeal or grieve the decision under the Clemson University Grievance Policy.

11. I understand my application must be received by the SDP Office no later than 4:30 p.m. on April 30, 2018. Applications may be mailed to 801 University Union, Clemson, SC 29634

Getting Started:
Your initial Goal & Activity Progress Log (GAPL)

To begin, you will need to complete the Goal & Activity Progress Log by transferring the information from your application to the log. You may download a blank GAPL at [www.clemson.edu/sdp](http://www.clemson.edu/sdp) from the 'Documents and Forms' tab. Submit your log to the SDP Program Coordinator ([sdp-l@clemson.edu](mailto:sdp-l@clemson.edu) or 801 University Union) by July 6, 2018.

Quarterly Progress Reviews

There are four important dates in the SDP. On or before these dates, participants are required to submit their Goal & Activity Progress Log and/or their notebook for review by the SDP Steering Committee. This review ensures that each participant is on target for successful completion of the program. Below you will see the dates of each review and what is required to be turned in for each date.

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Goal &amp; Activity Log **</th>
<th>Notebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2018</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>March 8, 2019</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>May 10, 2019</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

A participant may be dismissed involuntarily from the SDP if that participant fails to meet two program review dates or if the participant has not completed a reasonable amount of progress toward completion of his/her approved plan (see [Participant Continuation Policy](#)).

** Your supervisor must sign your Goal & Activity Progress Log before it can be submitted to the SDP office.

How to count your program hours

You can start working on your SDP [beginning July 1, 2018](#). Any work prior to that date will not be counted towards your hours.

Below you will find some commonly completed activities and how to count those hours:

- College courses (including distance learning and online courses) - count contact hours only
  - One credit hour equals 24 contact hours.
  - If auditing a course, one credit hour equals 12 contact hours.

- Seminars, conferences, activities, trainings and events - count contact hours only
  - Only hours spent actually participating in seminars, workshops or training sessions may be counted. For example, if you attend a daylong conference but only participate in a 2-hour workshop, you may only count 2 hours on your Activity Form and Goal & Activity Progress Log.
• Skillport courses - count hours using the expected duration of the SkillPort activity
  o The expected duration of any Skillport course can be found in the course description.

• Reading - calculated at one (1) page per minute, which equals 60 pages per hour
  o Documentation of reading requires the Reading Activity Form.
  o For intensive reading, such as technical manuals, please consult with the SDP coordinator or SDP chair for further guidance.

Keep in mind that the SDP is about growth and not just counting hours. Although you do need to complete the required number of hours, you also need to achieve your goals.

Participants must earn a passing grade for classes/courses in order to receive credit for programs of work. The SDP will default to minimum grades or scores determined as passing by the institution or program providers.

How to document your program hours

In order to document your activities, you will need:

• To complete an activity form (SDP Activity Form for Professional Development, University/Community-Related Service or Personal Development activities OR a SDP Core Curriculum Activity Form for Core Curriculum activities)
  o Documentation of reading uses a specific form. This is the only time you will not need to complete an activity form. The Publication Reading Completion Form takes the place of the activity form.
  o If an activity from your application is canceled or no longer available, an Off-Plan Activity Form Request will need to be submitted and approved by the Steering Committee. (See Off-Plan Activity Policy)

• To provide documentation showing completion of the activity
  o Documentation can include but is not limited to: a certificate from an online course (Skillport, Lynda, etc.), a transcript for a college course, an email verifying participation in an activity, etc. See the Counting Hours section below for more details.
    • If no other form of documentation is available, activity forms for professional development, service and core curriculum require a signature from someone who can verify your participation in the activity.

For activities that require small amounts of time over multiple days/months (such as many Personal Development activities including exercising, learning to sew, learning to swim, etc.), participants should keep a log of their hours. Once your goal has been met, you can complete one activity form with the log as your documentation; however, if your goal has not been met and a review date is approaching participants should ‘bank’ their hours. This simply means choosing a cut-off date prior to the review date and completing an activity form with the hours completed towards your goal thus far. This helps reviewers see that progress is being made toward your goals. It also helps reviewers see your growth.
All activity forms and accompanying documentation should be filed under the appropriate SDP category (Professional, University/Community-Related Service, Personal, Core) in your notebook. (See Notebook Formatting and Requirements)

Updating your Goal & Activity Progress Log

Once you have completed all your hours for a specific activity, you will need to update your Goal & Activity Progress Log with the date of completion and total contact hours completed.

For Core Curriculum activities:

- Since you choose the activities you would like to complete from the Core Curriculum, in this section of the Goal & Activity Progress Log you will need to not only add your date of completion and credits but also list the activity you chose to complete.