

UD Facilities

POLICIES and PROCEDURES

Section: Human Resources Effective Date: Fall Semester 2005

Policy Name: Standard Operating Procedure / Non-Credit Course Revision Change: January 8, 2008

FACL-Number: EAP-1004 Last Updated: January 8, 2008

Approved By: _____

Purpose and Scope: The University of Delaware Facilities Organization encourages its staff to take courses related to their occupation or another Facilities occupation for the purpose of employee development.

Educational institutions that Facilities recognizes for reimbursement consideration of a non-credit course include: **Delaware Technical & Community College, Delaware State University, and New Castle County Vo-Tech School District.**

1.0 Definitions: Who is eligible to participate:

1.1 Individuals who are eligible within Facilities are hourly, salaried and professional staff employees. All eligible Facilities employees must complete a *UD Facilities Non-Credit Registration Course Form* prior to taking the course. The *UD Facilities Non-Credit Registration Course Form* and the *University of Delaware Business Expense Request-Reimbursement Form* are the two required forms that must be completed and approved for all non-credit courses.

2.0 Responsibilities:

2.1 The *Facilities HR Unit* is responsible for this procedure and development of controls.

2.2 All staff members are responsible for adherence to this procedure.

3.0 Instructions:

3.1 How the procedure works:

3.1.1 Specific course selection shall be subject to approval, based upon how the course correlates with work-related skill development; or enhances the scope of current Facilities job assignments; or develops skills and/or knowledge for career advancement within the Facilities organization.

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- 3.1.2** The employee is responsible for course payment, including lab fees, books, and administrative fees in accordance with that educational institution's policy. Once the employee satisfactorily completes the course and submits valid proof (original documentation, including receipts and grades) by presenting an original copy issued by that institution reflecting they have satisfactorily passed the course to the Facilities HR Administrator, then the course reimbursement is considered.
- 3.1.3** Reimbursement is limited to the actual cost of the course. Other costs incurred by taking a non-credit course such as lab fees, book costs and educational institutional administrative fees are the responsibility of the employee; reimbursement of these fees will not occur.
- 3.1.4** The employee is limited to one course reimbursement per semester, not to exceed three (3) course reimbursements within a twelve-month period of time. A twelve-month period of time is defined as January – December.
- 3.1.5** All non-credit course reimbursement requests shall be submitted on a University of Delaware ***Business Expense Request Reimbursement Form*** and are subject to approval by the Facilities HR Administrator. The form is then forwarded to the employee's immediate manager for approval as well as the next approval level, which is defined as the Director Level or designee for final signature authorization. A copy of the finalized ***Business Expense Request- Reimbursement Form*** shall be distributed to the employee and the appropriate management levels.
- 3.1.6** The **[Business Expense Request-Reimbursement Form](#)** is available electronically on-line contact Facilities HR Services if you have problems or you need "log-on" information.

3.2 **The UD Facilities Non-Credit Registration Course Form:**

- 3.2.1** The employee must complete a **[UD Facilities Non-Credit Registration Course Form](#)** according to the requested instructions and information that is located on the form. The employee must sign the form, provide the form to the employee's immediate supervisor who signs the form, then forward the form to the next intra-departmental management or unit level for final approval within that department or unit. The signed form is then forwarded to the Facilities Human Resources Administrator who is responsible for verifying that all administrative information on the form is accurate and checks to make sure that all required related course information (including original receipts) are attached to the form. Once the form and attachments are verified, the ***UD Facilities Non-Credit Registration Course Form*** with original attachments is submitted for reimbursement.

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3.2.2 The *UD Facilities Non-Credit Registration course Form* is located on the Facilities website *click* on [HR & Payroll Services](#) then *click* on [Policies & Procedures/Forms](#).

4.0 **References:** None

Facilities Human Resources Contacts:

HR Administrator: [Patty Fogg](#) 831-1102

Effective Date: January 8, 2008

Approved By: Signature on File
AVP of Facilities