



The Staff Welfare Committee (SWC) shall exist to contribute to the greater success of the Saint Martin's University community by promoting a positive and supportive work environment. As a constituent organization, along with the Faculty Welfare Committee, Faculty Senate, and the Associated Students of Saint Martin's University, the Staff Welfare Committee shall operate as a recognized part of the University governance system, providing a forum for open communication and ongoing dialogue among staff, faculty, the Chief Human Resource Officer, and the President's Executive Cabinet. The Staff Welfare Committee shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff. The Staff Welfare Committee, through its elected representatives, will serve as a nominating body for staff appointments to administrative committees, and for other task forces and search committees as requested.

Staff Welfare Committee Mission

The mission of the Staff Welfare Committee (SWC) is to actively listen, communicate and recognize staff needs based on a foundation of the University's four core themes: faith, reason, service and community. The Committee ensures staff are deeply connected to the range of University issues contributing to the success of Saint Martin's University while supporting and enhancing the growth, welfare, and best interests of staff through productive leadership. The Committee does so by promoting active participation, open dialogue, and collaboration between staff, faculty and University leadership.

Staff Welfare Committee Bylaws

I. MEMBERSHIP

- A. **SWC Board Eligibility** All full-time staff employees, up to and including director level, who have been employed for at least one (1) year.
- B. **Board Composition** Eleven (11) members elected at large, not necessarily from each University department or division but ideally providing broad representation.
- C. **Terms of Service** Members may serve up to two (2)-year terms of service. One (1) additional term may be served, as determined through election.
 1. Executive Board (Chair, Vice Chair, Secretary, and Historian) serve a two (2)-year term of service. Consecutive terms for executive members may occur if re-elected.
 2. General members will serve up to two (2)-year terms of service and may be re-elected once by majority vote during general election to serve one (1) additional term.
 3. Generally, Staff Welfare Committee service terms begin in August, the week prior to the start of fall semester of the University's academic year, unless elected in a special election.
 4. Ideally, terms are staggered, so that at least half of the members are elected each year.
 5. The Staff Welfare Committee considers each members' department to promote inclusivity and awareness of the committee's mission.

II. ELECTIONS

- A. **General Membership** (eleven (11) members, including four (4) Executive Board officers)
 1. **Timing**
 - a) Committee general membership vacancies will be filled by election annually, typically held in April/May.

- b) If vacancies occur during a term, filling the open vacancy will generally wait until the annual election.
- c) If there are excessive vacancies and the committee will be severely impacted, a special midterm election may be conducted to fill critical vacancies to ensure that a quorum minimum of six (6) members at each meeting can be maintained. Such special midterm elections will be conducted as follows:
 - (1) Notification will go out to all staff for nominations immediately via email.
 - (2) Nominees will be vetted through Human Resources (HR), then those eligible will be contacted by SWC to determine their willingness to serve.
 - (3) A list of candidates on an electronic form will be presented to the sitting committee at the next regular committee meeting.
 - (4) Election will be conducted and vacancies filled by a simple majority vote.
 - (5) Those elected will be notified by the SWC chair to begin their two-year term of service and attendance, starting with the following meeting.

2. Nominations (regular annual or special mid-term)

- a) Electronic notification regarding vacancies will go out to all full-time staff up to and including director level, at least thirty (30) days prior to the proposed election date, and will include a deadline of a week before the election date for nominations and a link to the electronic nomination form.
- b) Staff members will have the opportunity to nominate themselves or another individual to be a candidate for Staff Welfare Committee general membership.
- c) As the SWC receives nomination names, each person will be vetted for eligibility via email by the Office of Human Resources.
- d) If the nominee is found to be eligible for membership, the nominee will be contacted to determine their willingness to serve on the committee.

3. Election (regular annual)

- a) If the nominee is willing to serve and follow the terms of service and is eligible for membership, their name will be placed on the election ballot as a candidate.
- b) Candidate information will be presented in an email sent out one week prior to the start of the voting period for staff review and re-sent with the ballot.
- c) The ballots, which are anonymous, will include a short description of each board and general member position, as well as the number of available positions and how many nominees to vote for-- e.g., if there are three (3) available positions and five (5) candidates, staff would vote for up to three (3) of the candidates. The ballot will also be permission-protected to allow only one submission per email login.
- d) Once all candidates for membership are listed on the ballot, ballots will be emailed to all eligible staff, with instructions. The voting period will be kept open for a prescribed seven (7) days, at which time voting will be closed and ballots counted.
- e) At least two (2) sitting members of the committee will be assigned to count the votes received and the results will be announced first to the SWC members and then via email to all staff within five (5) working days after the end of the voting period.
- f) The new member(s) will attend the next scheduled SWC meeting conducted after their election to be welcomed and confirmed.

B. Executive Board (Chair, Vice Chair, Secretary, and Historian)

1. Executive Board vacancies occurring normally at the end of a term

- a) Nominations, including self-nominations, will be requested from the current members at the regular April/May committee meeting, including requests from

current Executive Board members for re-election to a second term.

- b) At the meeting, nominees will be asked about their willingness to serve the term and to perform the duties of the position. If there is more than one nominee for a position who is willing to serve, those who assent will be asked to tell the committee why they feel they should be elected to the position of nomination and made candidates for election.
- c) All candidates will be put on an electronic ballot for anonymous election at the election meeting. Two (2) members of the committee (not including anyone on the ballot) will count the votes and announce the results at that meeting. Election must be made by a simple majority of members present (assuming a quorum (6) of general members are in attendance).
- d) Both the current and newly elected Executive Board member(s) will attend the next All-Staff Meeting (where the Board member(s) leaving will be thanked and the Board member(s)-elect will be introduced to the general staff community).
- e) Executive Board member(s)-elect will take over their position(s) officially at the August committee meeting when they are elected.

2. Executive Board vacancies occurring mid-term

- a) Executive Board members who wish to resign from their positions mid-term must notify the Board Chair (or Vice Chair, if the Board Chair is resigning) one (1) month in advance of vacating the position.
- b) Via email, the Board Chair (or Vice Chair) will call for nominations from the committee membership to fill the Board vacancy.
- c) Nominations, including self-nominations, will be compiled and presented at the next regular SWC meeting.
- d) At this meeting, nominees will be asked about their willingness to serve the remainder of the former Board member's term and to perform the duties of the position. Those who agree will be made candidates.
- e) All candidates' names will be put on an electronic ballot for anonymous election at that same meeting. Two (2) members of the committee (not including anyone on the ballot) will count the votes and announce the results. Election must be made by a simple majority of members present (assuming a quorum (6) of general members are in attendance).
- f) Executive Board member(s)-elect will take over their position(s) officially at the next committee meeting following this election, and all staff will be notified of the change via email.
- g) Those elected will serve the remainder of the vacant Board member's term and will start their term on the SWC.

III. **EXECUTIVE BOARD DUTIES**

A. Chair--The Chair will:

- 1. Be the primary liaison, spokesperson, and facilitator between the University leadership and the staff.
- 2. Preside over all meetings and conduct them using a consistent and organized format.
- 3. Set priorities for the Staff Welfare Committee, with prior collaboration from the whole committee, for items to accomplish during the academic year.
- 4. Oversee and facilitate staff events and monthly all-staff meetings.
- 5. Appoint sub-committees and ad hoc committees, as recommended by SWC members, with leaders and membership of said committees set in accordance with SWC bylaws.
- 6. Maintain committee membership in accordance with the committee bylaws.

7. Review finalized committee-approved minutes to ensure accuracy before they are posted to both the public (P:) drive and Microsoft Teams/OneDrive when applicable by SWC Secretary or SWC member.
8. Work with other SMU departments and committees as necessary on employee-related issues, such as compensation and benefits.

B. Vice Chair-- The Vice Chair will:

1. Perform or support the duties of the Chair in their absence.
2. Assist with the duties of the Chair wherever possible and as requested.
3. Be the point of contact regarding requests for staff development funding if sub-committee chair is not present.

C. Secretary-- The Secretary will:

1. Be responsible for meeting minutes, either taking the minutes or delegating another member to do so:
 - a) Record and draft the minutes of the Committee's monthly and special meetings, including member attendance at meetings.
 - b) Record and draft the minutes of the All-Staff monthly and special meetings.
 - c) May email drafts of minutes to Committee members before each meeting for approval and for addition/deletion/change requests made prior to or at the meeting.
 - d) Make any additions/deletions/changes to meeting minutes, as requested
 - e) Post approved minutes to both the SWC Public Drive and Microsoft Teams/One Drive when applicable in the appropriate folder prior to the next monthly meeting.
2. Schedule monthly meetings with prior committee coordination; send notification/invites via calendar appointments no later than 3 days before each meeting and send reminders and an agenda no later than two hours before the meeting.
3. Facilitate maintaining and updating the SWC webpages, coordinating with Marketing and Communications staff.
4. Prepare correspondence from the Staff Welfare Committee, as requested, and ensure files of said correspondence are maintained in SWC Public Drive files, as appropriate.

D. Historian-- The Historian will:

1. Support the Secretary with facilitating and maintaining the SWC webpages with updates, coordinating with Marketing and Communications staff
2. Maintain and update the Staff Welfare Committee Instagram page
3. Support the Secretary with minutes, agendas, and calendar appointment invitations
4. Work with Chair and Vice Chair to maintain and update the All-Staff email list in coordination with IT and Human Resources.

IV. GENERAL BOARD MEMBER DUTIES: Service on SWC and committee work will constitute part of the member's regular work assignment. All members are responsible for the following:

- A. Attend monthly Staff Welfare Committee meetings (one to two (1-2) hours per month). Three (3) unexcused absences may result in dismissal from the committee, as decided by a vote of the standing Committee.
- B. Attend monthly All-Staff meetings (one to two (1-2) hours per month). Attendance will be in support of Committee work and may require reporting to the greater staff community
- C. Members are encouraged to contribute to the work of the Committee through service on ad hoc

and subcommittees (five to ten (5-10) hours per month depending on committee scope and peak workload periods).

- D. Members are encouraged to attend University Updates, staff events, and other campus-wide engagements (optional four to six (4-6) hours per month).
- E. Members are to help prepare all staff meeting slides or materials needed prior to monthly meetings.

V. MEETING PROCEDURES, AGENDA, AND MOTIONS/RESOLUTIONS

A. Meeting Procedures

- 1. Staff members in the greater staff community may attend open portions of SWC meetings in a non-voting capacity.
- 2. Meeting procedures shall be conducted according to a consistent and organized format.

B. Meeting Agenda

- 1. The SWC members, shall set the agenda for meetings, which typically includes:
 - a) the time and place of the meeting
 - b) the order of business
 - c) copies of minutes from the previous meeting
 - d) copies of any substantive known resolutions
- 2. The usual order of business shall be (but shall not be limited to) the following:
 - a) Approval of the minutes from the previous meeting
 - b) Check-in/Ice Breaker/Kudos
 - c) Individual and committee/subcommittee reports
 - d) Unfinished (old) business
 - e) Department Share outs/Activity
 - f) New business
 - g) Announcements
- 3. The agenda will be made available to SWC members and to all staff before the meeting via email.

C. Motions/Resolutions

- 1. Motions and Resolutions, except those to approve meeting minutes, shall be based on individual member concerns/issues or concerns/issues raised by general staff communications.
- 2. Before said motions or resolutions are included in a meeting's agenda for a vote, they must go through the following process:
 - a) The topic will be thoroughly presented, with supporting documentation as needed, to ensure a fully informed vote.
 - b) If the supporting documentation is lengthy (more than two (2) pages with a five (5)-minute presentation), then SWC members will be allowed a review and comment period of at least five (5) business days prior to a monthly meeting, where the motion/resolution would be included in the agenda.
 - c) If, however, the topic can be presented, including any short documentation (two (2) pages or less), within a five (5) minute period, under New Business, and the members do not require further information, a lengthy discussion period, or request an extended review period, then a motion may be requested and voting done at that same meeting.
- 3. Voting on motions and resolutions regarding issues brought before the SWC shall be by voice or show of hands, whether attendance is in-person or virtually. No proxy votes will be permitted.

4. A quorum is required for any such voting and shall be formed by a simple majority (51%) of the current number of members for all meetings. For example, if there is full membership on the committee, six (6) members would constitute a quorum. If there are open positions and only nine (9) members on the standing committee, there must be five (5) members present to have a quorum. The SWC shall not conduct business without a quorum.
5. In the event of a tie vote, the motion/resolution will not pass at the meeting.
 - a) If any members were absent, they can be contacted electronically and asked to vote on the motion.
 - b) Any such email votes must be made part of the minutes of the meeting to show whether the motion passed.
6. When a motion/resolution does not pass, additional information, justification, supporting documentation, etc. may be submitted by the person(s) who raised the issue initially and/or provided the supporting documentation.
 - a) After review of the additional supporting materials, the motion/resolution may be raised again at the next regular meeting, or, if the SWC membership feels it is warranted, a special meeting may be called to address the issue more expeditiously.
 - b) Ample time will be given for a discussion period, followed by another vote. If there is a second tie vote, the issue will be tabled until any suggested changes or recommendations are made.

VI. **INFORMATION EXCHANGE/COMMUNICATION**

The SWC Executive Board shall communicate with all staff and University leadership regularly and as set by their assigned duties in these bylaws. The SWC will notify all staff electronically (e.g. SWC webpage and/or email) regarding important announcements, events, past minutes, and upcoming scheduled meetings and other information deemed appropriate. The Staff Welfare Committee will solicit input and feedback via year-round surveys of staff, staff forums, and electronic communications. The SWC Executive Board will then provide recommendations to university leadership, based on this staff input and feedback.

VII. **SUBCOMMITTEES**

- A. There shall be four (4) standing subcommittees of the Staff Welfare Committee in keeping with the charter, mission, and objectives of the Committee.
- B. Each subcommittee will be led by a member of the SWC but can be comprised of any number of Saint Martin's University staff, faculty, or monastic community members, who are either invited or volunteer to actively participate in said subcommittee's meetings, work, or events.
- C. Active subcommittee work will be reported at a minimum on a monthly basis, with more frequent reporting on quickly evolving issues, as necessary, to the SWC general membership.
- D. Should the subcommittee leader choose to step down or their SWC membership ends, current members can volunteer to take over the subcommittee, with their leadership approved by a quorum of Committee members and supervisor if applicable.
- E. **Standing SWC Subcommittees**
 1. **Compensation and Benefits**
 - a) The purpose of the Compensation and Benefits subcommittee will be to monitor the policies and rate schedules regarding staff pay, other compensation (such as stipends and bonuses), and benefits packages to ensure parity and equity. In monitoring said issues, the Compensation and Benefits subcommittee will determine potential concerns or represent concerns raised by staff members, and work with SMU Administration for best resolution.
 - b) Membership on this subcommittee will be comprised of volunteers from SWC

membership and SMU staff, working in collaboration with other related SMU departments and committees (e.g. Human Resources, Faculty Welfare Committee, Finance, and current and potential benefits brokers and organizations).

2. Professional Development

- a) The purpose of the Professional Development subcommittee will be to research possible staff professional development programs, including staffing requirements, costs, benefits, potential funding, program partners, etc. This subcommittee will work with SMU Human Resources Office and other internal departments as appropriate to finalize programs for staff professional development. In developing said programs, the Professional Development subcommittee will determine potential concerns or represent requests and concerns raised by staff members, and work with SMU Administration for best resolution.
- b) This committee can be led by any member of the Staff Welfare Committee.
- c) Membership on this subcommittee can be comprised of volunteers from SWC membership, SMU staff, monastic community members, working in collaboration with other related SMU departments and committees (e.g. Human Resources, Faculty Welfare Committee, outside organizations committed to professional development).

3. Morale and Wellbeing

- a) The purpose of the Morale and Wellbeing subcommittee will be to research and develop potential programs to increase the morale and wellbeing of SMU staff members, including staffing requirements, costs, benefits, potential funding, program partners, etc. This subcommittee will work with other SMU programs involved with such issues (e.g. Counseling & Wellness Center, Student Health Center, Public Safety and Recreation Services).
- b) In developing said programs, this subcommittee will determine potential concerns or represent requests and concerns raised by staff members, and work with SMU Administration for best resolution. After drafting a proposal, this subcommittee will work with SMU Human Resources Office to finalize and initiate programs for staff morale and wellbeing. After a program's initiation, this subcommittee will continue to monitor and assess the program, assisting, as necessary, for program success.
- c) This committee can be led by any member of the Staff Welfare Committee.
- d) Membership on this subcommittee can be comprised by volunteers from SWC membership, SMU staff, monastic community members, working in collaboration with other related SMU departments and committees (e.g. Recreation Services, Counseling & Wellness Center, Student Health Center, Faculty Welfare Committee, outside organizations committed to building morale and wellbeing).

4. Welcome Committee

- a) The purpose of this subcommittee is to ensure new staff members are aligned with seasoned staff personnel and hopefully increase staff retention by making new staff members feel more welcome.
- b) The Welcome Committee will be responsible for introducing new staff to the campus through tours, helping them integrate into the community, and/or conducting general check-ins.
- c) The Welcome Committee will orient the new staff to various groups and people on campus that said employee may encounter more frequently or work with.
- d) The Welcome Committee will check in with the new employees at least once a

semester for the new hire's first year to make sure they are adapting to their new employment well and answer any questions or concerns.

VIII. AD HOC COMMITTEES

- A. Ad hoc Committees, aside from those already determined elsewhere in these bylaws, can be requested by any SWC member, via email, phone call, or in-person communication to an SWC officer.
- B. Requests for ad hoc committee formation, work, and duration of need will be reviewed by the whole committee at the next committee meeting following the request.
- C. The aforementioned ad hoc committee must be approved by a quorum of the SWC and, if approved, a committee lead will be appointed from SWC membership.
- D. Once approved/formed the ad hoc committee lead will develop a timeline for committee work and weekly/monthly reports (depending on committee duration) will be sent/made to the SWC committee as a whole until the committee work is finished.

IX. AMENDMENTS TO BYLAWS

- A. An ad hoc committee of SWC member volunteers shall be charged with the review and potential revision of SWC bylaws at a minimum of every two (2) years/biennially.
- B. Proposals to amend bylaws, in or out of cycle, may come from any member of the SWC.
- C. A draft developed by the ad hoc committee for review and approval will be presented to the SWC membership.
- D. Once additions and corrections to the draft are made, a finalized draft of the proposed amended bylaws will be presented to all benefit-eligible staff employees for suggestions and comments. The final amended bylaws will be approved by the SWC by simple majority vote before sending out for general staff approval vote.
- E. Once feedback has been approved by the SWC, the revisions must be sent to the University President for approval.
- F. The final amended and SWC-approved bylaws will be sent out electronically, typically in August with voting in early September, for final review and presentation for approval via electronic voting. Ratification of amended bylaws shall be based on a simple majority of those voting.
- G. After being all-staff-approved, the newly revised and adopted bylaws will be posted on both the SWC webpage and Public Drive folder as Current Bylaws.

X. BROTHER LAWRENCE VOGEL, O.S.B. STAFF PROFESSIONAL DEVELOPMENT PROGRAM

The Brother Lawrence Vogel, O.S.B. Staff Professional Development Program shall be administered by the Staff Welfare Committee, as determined by the current program policy, which is included as Appendix A of these bylaws.

APPENDIX A

Brother Lawrence Vogel, O.S.B. Staff Professional Development Program

In keeping with our Catholic traditions and the Benedictine philosophy of education, the Brother Lawrence Vogel, O.S.B. Staff Professional Development Program (SPDP) and the Brother Lawrence Vogel, O.S.B. Staff Professional Development Fund (SPDF) provide support to non-faculty employees to increase the effectiveness of their performance in their present University positions, as well as to encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement within the University. It is the belief of Saint Martin's University (SMU) leadership that professional development and continuous learning are necessary to maintain the quality of the University staff and their continued readiness and ability to contribute effectively to the mission and goals of the University.

Definitions

1. Position- or job-related programs are directly related to the work assignments or conditions of the employee's current position. For example, training in quality service skills is a position-related program for an employee whose current position includes customer service responsibilities.
2. Career-related programs are related to the development of skills, knowledge, and other qualifications which prepare an employee for additional assignments or positions within the University for which the employee, in the judgment of the supervisor and executive administrator, has some reasonable chance of attainment. For example, training in quality service skills is a career-related program for an employee whose current position does not include customer service responsibilities but who is interested in competing for future University job openings, which require customer service skills and knowledge.

What is the Award?

The award of up to \$1,500 per fiscal year is to supplement department training budgets or give staff without training dollars opportunities to grow professionally. Departments hosting in-house development events or providing development opportunities for all members of their department at once are eligible to be awarded funding of up to \$2000 per fiscal year to support the event. Awards are provided on a first come, first served basis and priority is given to first-time staff members. Applications or SPDF cannot roll over from one fiscal year to the next. At the SPDF budget manager's discretion, these amounts may exceed the standard allotment as listed above.

SPDF awards cannot be transferred.

Awards are distributed through budget transfer to the department and are contingent upon successful completion of the development activity and submission of the Staff Report form.

The SPDF funding period coincides with the July through June fiscal year. Applications are accepted until the first Friday in May for funding in the current fiscal year to coincide with the University's fiscal year end. Funding budget transfers must be completed by May 31 of any given fiscal year. Funding is available at the discretion of Saint Martin's University and the University reserves the right to make changes at any time.

Who is Eligible?

All benefit-eligible non-faculty staff who have completed 12 months of employment are eligible to apply for SPDF. Eligibility for SPDF is separate from other employee benefits. Eligibility does not entitle recipients to other benefit programs. Previous funding does not imply and/or guarantee future funding. The following employees are not eligible for participation in the SPDP:

1. Staff designated as "temporary" or "one-year appointments"
2. Staff working under contract

What Activities Are Eligible?

The SPDF supports staff as they develop professionally in areas directly relating to their current employment responsibilities.

The SPDF makes available funds for the purpose of supporting staff participation in on- or off-campus professional development programs.

The SPDF is intended for:

- Supplementing department training budgets for staff or giving staff from departments without training dollars the opportunity to grow and develop.
- Maintaining and developing professional expertise relating to the employee's current position and role at the University. Activities may include attending conferences, seminars, trainings, workshops, teleconferences, or webinars.
- Materials/resources to support events above relating to the employee's current position and role at the University. Materials/resources may include conference presentation materials, book stipend for continued education program(s), and workshop engagement.
- Developing knowledge and skills related to acting as a member of an ethnically and culturally diverse University community and workforce in an inclusive and respectful manner, knowledge and skills in recognizing and responding effectively to discrimination and harassment.
- Developing knowledge and skills in the use of technology to increase the efficiency and effectiveness of the University's business and/or educational practices.
- Participation in any other activities as agreed upon by the employee, supervisor, and executive administrator that support the mission of Saint Martin's University and student success.

The SPDF is not intended for:

- Staff in departments with adequate training budgets and resources
- Expenses associated with activities that do not support the mission of the University
- Expenses that do not relate directly to current job responsibilities
- Tuition & fees
- Stand-alone certification exams
- Annual certification/licensure fees
- Stand-alone membership fees for associations/organizations/clubs

- Retroactive reimbursement for events or activities

Who Approves Awards?

The SPDF is administered by the Saint Martin's University Staff Welfare Committee (SWC) in conjunction with the Associate Vice President of Human Resources (AVP-HR). The SWC will review applications and provide their decision to the AVP. The AVP-HR, who serves as budget manager for the SPDF, will confirm staff eligibility for awards and will review the SWC decision for each applicant.

SPDF award approval criteria include, but is not limited to, the following:

- Employment status and standing.
- Contribution to the employee's position or role and mission of SMU.
- The number of requests from that department and the dollar amount already awarded to its employees does not seem excessive relative to similar departments.
- Whether or not an employee will be reimbursed/paid for presenting/moderating an event.

What is the Application Process?

The applicant will need to allow at least 60 days from the time the application is submitted to the time for registration or travel.

1. Prior to attending the event the staff member completes and submits the online SPDF Request Form, include all back-up documents (supporting documentation consists of information about the conference, meeting, or seminar for which funds are requested, preferably something from the host company or agency), departmental budgetary contribution and approval signatures.
2. The SWC reviews requests based on the eligibility and awarding criteria.
3. The SWC forwards SPDF request forms to the AVP-HR unranked with only the reference as to whether or not the request meets eligibility criteria. The SWC approves or denies request, sends initial decision to the AVP-HR, and then notifies the staff member. (NOTE: The SWC and the AVP-HR will not attempt to dictate what might be appropriate training for any staff member but will deny funds for functions that are blatantly non-career, not job-related based. The AVP-HR reserves the right to disqualify or deny an application for funds should it be known that the staff member is leaving Saint Martin's University.)
4. Upon approval of the request, the AVP-HR will transfer the SPDF award amount to the designated departmental budget account. If final expenses exceed the approved SPDF award, the amount in excess is to be covered by the departmental budget.
5. Within thirty (30) calendar days of completion of the event, the staff member must: provide verification of attendance (i.e. program, name badge, certificate, etc.,), short paragraph of key takeaways/highlights, which is then submitted to both the Office of Human Resources and the SWC Chair. The report is required for future consideration of SPDF requests.

Staff members must notify AVP-HR, as soon as possible, if they are unable to participate in the development activity as planned.