

VIII. EMPLOYEE DEVELOPMENT

FEE WAIVER PROGRAM

All full-time and part-time permanent employees may be eligible for a fee waiver to attend on-campus classes. Under this voluntary program, admission and registration fees are waived or reduced for approved CSU, Chico courses. Permitted under the program are courses: (1) that are job or work-related (2) taken as part of an individual career development plan; or (3) taken for the attainment or enhancement of skills for the purpose of **career advancement** within the CSU system.

.Alternatively, eligible employees may transfer their Fee Waiver Benefit to a dependent, spouse, or domestic partner enrolled in a degree program. Contact Staff Human Resources at x 6771 for details.

STAFF DEVELOPMENT PROGRAM

The Staff Development Program provides an avenue for professional development of staff. Examples of workshops that are available are Business Writing, Stress Management, People Skills, and Violence in the Workplace. As workshops become available, employees are notified through the campus electronic mail system and flyers are also distributed to each department. Employees also have the option of requesting funds to meet their individual professional development needs. To request funds for training; submit a *Staff Development Fund Request* form to the Staff Development Committee for review. The form is available at <http://www.csuchico.edu/staffdev/Forms/FundRequest.pdf>

INFORMATION TECHNOLOGY WORKSHOPS

The Information Resources department offers computer-training workshops for staff on various software applications. Courses are posted on the Web site at <http://training.csuchico.edu/> and flyers are also distributed to all departments. You can enroll via the Web site or by sending an e-mail request to training@csuchico.edu.