

**University of Nevada Reno
Classified Staff Development Fund**

What is the Classified Staff Development Fund?

The Classified Staff Development Fund (CSDF), on behalf of the Staff Employees' Council (SEC), offers assistance to classified staff for full or partial funding to attend workshops, seminars and classes to foster their educational and professional development at the university. The CSDF works in conjunction with the Classified Fee Benefit Waiver offered by the University of Nevada, Reno Human Resources, Benefits Department. The Fee Benefit Waiver can cover registration fees for classes taken at the University or a Community College, in the Nevada System of Higher Education. Classified employees are encouraged to apply for reimbursement for required texts, kits, software, etc. purchased for classes covered by the Classified Fee Benefit Waiver.

Who is eligible to apply?

Classified staff (.53 FTE) may apply to the Staff Employees' Council's Classified Staff Development Fund for reimbursement of expenses for enhancement of educational and professional development needs.

What qualifies for assistance?

Funds may be requested for reimbursement for attending courses, seminars, meetings, or other functions, which add to the educational and professional development of individuals. Applications are also accepted for class materials such as books, manuals, software, lab fees, etc. The CSDF seeks to complement the Classified Fee Benefit Waiver. These funds are limited, so if you are eligible for support through the Fee Benefit Waiver program or other sources, please use those options first. The Committee requires the applicant to request assistance from their department first as sometimes the department will pay for books, even when the employee does not think they will.

How do I apply?

Fill out the [APPLICATION](#) for financial assistance. Applications must be filled out completely and have appropriate signatures and documentation. For reimbursement of books and incidentals related to classes, attach receipts. For seminars, etc., attach registration forms and receipts. Please make sure *original* receipts are submitted with the application. Application must be received by committee no later than one month after start of classes or conference.

Where do I send my application?

On campus, send applications to: Emily Brown, M/S 0048

Off campus, mail application to: University of Nevada, Reno
Extended Studies M/S 0048
Attn: Emily Brown
Reno, NV 89557

How often can I apply?

Due to availability of funds, currently a maximum of \$100 is awarded for each qualified recipient, and a classified staff member may only receive this award once during the fiscal year, July 1 to June 30.

How will I be notified?

Completed applications requesting funds will be reviewed by the CSDF Awards Committee. Awards are based on merit of request and availability of funds. Letters of notification will be sent no later than one week after the committee meets.

Cut-off Dates for application submission:

Spring & Fall semesters - one month after classes start.

Summer session - one month after the class starts.

Other courses (web classes, etc.) and seminars - one month after registration or the event.

Funding:

These funds are made available through employee donations and fundraisers. In order to continue providing this valuable resource, your contribution to this fund would be greatly appreciated. Donations can be made through monthly payroll deduction (\$5/month minimum) or with a onetime check. For more information, please contact Emily Brown at ebrown@unr.edu.

Questions:

For any questions or suggestions, you may contact any of the Classified Staff Development Fund committee members. <http://www.unr.edu/sec/Committees/ClassStaffDevFund.htm>