



**Title: #IV-6. Repayment of Compensation for Employee Advanced Training,
Education or Professional Development**

Date: January 6, 2015

Initial consideration regarding the institution's potential commitment to provide financial support for an employee's advanced training, education or professional development, whether paid up front by the institution, reimbursed to the employee, or a combination of both, will typically arise at the time when a professional development plan is discussed and documented during the employee's annual performance review. The institution's financial commitments to professional development may not extend beyond any given fiscal year and will always be contingent upon available funds.

Pursuant to the provisions of [W. Va. Code § 6C-4-1 et seq.](#), *Compensation to State Employees for Training, Education and Professional Development*, and the correlating legislative rule established by the West Virginia Division of Personnel ([W.Va. C.S.R. § 143-8-1 et seq.](#)), WVU at Parkersburg will enter into a written agreement with its employee for reimbursement of compensation paid to that employee or paid on behalf of that employee for advanced training, education or professional development, when the institution's expense for such advanced professional development training is \$2,500 or greater. The agreement would require repayment of a pro rata portion of the institution's expense by the employee who voluntarily leaves employment with WVU Parkersburg within one year after completion of the training and becomes employed with an entity other than the State of West Virginia in a capacity which utilizes that training.

Examples of advanced training, education or professional development for which such agreements will be executed are the completion of graduate degrees; professional certifications, endorsements, or licenses; or other similar advanced educational or professional credentials that are not considered to be minimum employment requirements for the employee's existing job assignment when the institution has invested \$2,500 or more toward that credential. Examples of professional development that will NOT prompt an agreement for repayment would include undergraduate degree completion, routine job training needed for current job responsibilities, attendance at professional conferences or seminars, or any form of training to acquire or renew a professional license, endorsement, or certification required for the position held by the employee, regardless of the institution's financial investment.

An accurate sum of the institution's commitment to both up-front costs and reimbursed expenses related to the attainment of the employee's advanced credential will be assessed by the Vice President for Finance and Administration or his/her designee for executing the repayment agreement. When professional development support has been provided with faculty or staff development funds, grants, or departmental budgets prior to the completion of the advanced credential, that amount plus any amount approved for reimbursement will comprise the institution's total investment for which repayment may be required in the written agreement. Likewise, when travel expenses are involved, some expenses may be paid up front by the institution and some will be reimbursed to the employee. The institution's total financial commitment will be calculated to include both expenses paid up front and expenses to be reimbursed for the written repayment agreement. The written repayment agreement will be issued by the Vice President for Finance and Administration or his/her designee at the appropriate time and before any reimbursement amount is issued to the employee.

See Answer Book [**#IV-19**](#), *Staff Development*, and [**#IV-23**](#), *Faculty Development*, for information about employee training, education and professional development.

Responsible Administrator: Vice President for Finance and Administration 304-424-8224