

Purpose

The intent is to define terms and establish procedure for the reimbursement for professional examinations.

Authority, Responsibility, and Duties

President and Senior Cabinet Level Administrators

Definitions

Employee- all full-time, senior management, faculty and professional staff.

Policy Statements

Virginia State University will reimburse employees who acquire certain job related or mandatory professional certifications related to their duties and profession. Upon successful completion of the professional examination, Virginia State University will reimburse a full-time employee all examination costs only. The employee must submit an Annual/Compensatory Leave Request for absences related to the examination to include preparation. The employee must receive approval for reimbursement from the appropriate Senior Cabinet Level member prior to taking the examination, with the understanding that reimbursement is pending successful completion of the examination.

The Senior Cabinet Level member should consider approving examinations, which are job related, or meet the University's program needs. The Senior Cabinet Level member must ensure funds are available to pay for reimbursement before approving reimbursement or examination request.

Any request for an exception to this policy must be submitted in writing and approved by the President or his designee.

References

March 26, 1998 - Supersedes Executive Memorandum, issued on December 15, 1994, and entitled "Reimbursement for Professional Examination"

Approval By: 
President

Date: 