UNIVERSITY FACILITIES

Training & Conference Guidelines

University Facilities (UF)
Internal Guideline: 03.D.05.03 DRAFT
Effective Date: January 1, 2025
Last Modified Date: January 1, 2025
Approved by: Todd Barnette

Summary

The Clemson University Facilities department recognizes the importance of training and professional development in building a competent and engaged workforce. These guidelines provide a structured approach for directors to plan, request, and gain approval for participation in training, conferences, and workshops. The document prioritizes transparency, equity, and cost-effectiveness to ensure workforce development aligns with institutional goals and budgetary constraints.

Process

Planning & Submission of Requested Training

Directors must submit annual training and conference requests as part of the budget planning process. Each request should include:

- The name of the employee(s) involved.
- A description of the training, conference, or workshop, including its purpose and anticipated benefits.
- The location of the event (city and state).

- A detailed cost estimate that includes registration fees, travel expenses, lodging, and other expected costs.

All requests must be submitted by the established deadline. Late or incomplete requests will be considered on a case-by-case basis.

Approval Process

The Training Department will review all requests, prioritizing events based on alignment with institutional goals, budgetary considerations, and operational impact. Proposals are evaluated in the following order of preference:

- On-Campus Training: Encouraged as the first option due to minimal costs and operational impact. These do not require a formal travel request form.
- In-State Training: Considered when specialized opportunities are unavailable on campus.
- Out-of-State Training: Approved selectively based on stricter budgetary and operational requirements. Travel requiring flights or higher costs will need additional justification and Director-level approval.

Approval during the budgeting process is not a guarantee that the travel will be approved when it is time to submit the Training, Conference, & Travel Request Form. Final approval is granted when the Training, Conference, & Travel Request Form is submitted closer to the event date.

Appeal Process

If a request is denied, the Training Department will provide an explanation outlining the decision. Common reasons include insufficient alignment with organizational goals, budget constraints, or operational conflicts.

Directors may appeal denied requests by submitting additional justification within ten business days. Appeals will be reviewed by a panel comprising representatives from the Training Department and senior leadership. Decisions on appeals will be communicated within ten business days of submission.

Equity in Training Opportunities

To ensure equitable access to training, directors should prioritize fairness and inclusivity when planning professional development opportunities. The following practices are recommended:

- Rotating training and conference opportunities among staff to prevent favoritism or overrepresentation.

- Offering opportunities for employees in underrepresented roles or those who have not recently participated in training.
- Aligning training requests with individual development goals as outlined in performance reviews or development plans.

Environmental Considerations and Cost-Saving Measures

Clemson University encourages environmentally responsible and cost-conscious practices in workforce development.

- **Virtual Participation:** Directors are encouraged to explore virtual training options whenever possible to reduce travel-related costs and environmental impact. Not all training can be done effectively virtually and when the finished product is deemed to be inferior to in-person training, virtual training will not be utilized.
- **Carpooling:** For in-person events requiring travel, staff are encouraged to carpool whenever feasible to minimize costs and reduce carbon emissions.
- **Efficient Travel Planning:** Supervisors should ensure that travel arrangements are coordinated effectively to maximize cost savings and minimize unnecessary travel. The use of University Vehicles to travel to and from training is encouraged.

Training Locations

On Campus Training, Conferences, & Workshops

Supervisors should support employees seeking development opportunities on campus.

A Training, Conference, & Travel Request Form is not required.

The frequence of attendance these on campus events must not interfere with the ability to complete assigned tasks.

In State Training, Conferences, & Workshops

Supervisors should support employees seeking development opportunities within the state of South Carolina.

A Training, Conference, & Travel Request Form is required for any travel that will require reimbursement through Concur. Examples include:

- Overnight stay
- Milage reimbursement

The frequence of attendance at these events must not interfere with the ability to complete assigned tasks. One or two of these events per person per budget year will be considered.

Out of State Training, Conferences, & Workshops

Neighboring States (Western NC, Northern GA, Eastern TN)

A Training, Conference, & Travel Request Form is required for any travel that will require reimbursement through Concur. Examples include:

- Overnight stay
- Milage reimbursement

The frequence of attendance at these events must not interfere with the ability to complete assigned tasks. One or two of these events per person per budget year will be considered.

Eastern United States (East of the Mississippi River)

A Training, Conference, & Travel Request Form is required.

The frequence of attendance at these on campus events must not interfere with the ability to complete assigned tasks. One or two of these events per person per budget year will be considered.

Travel requiring Flights

A Training, Conference, & Travel Request form is required.

Any travel west of the Mississippi River will require Director approval and should be planned at least one month in advance.

The frequence of attendance at these events must not interfere with the ability to complete assigned tasks. One of these events per person per budget year will be considered.

Timeline & Key Dates

Training Plan Submission Deadline: [Insert Date]

Review and Budget Approval Period: [Insert Date Range]

Notification of Provisional Approvals: [Insert Date]

Submission Deadline for Event-Specific Requests: At least 30 days before the event.