



Staff Development Program (SDP) Graduate Volunteer Policy (2017-18)

Policy: The Staff Development Program (SDP) is a two-year program. During the second year of the program, graduates are required to give back at least 15 hours of SDP Steering Committee approved volunteer service to the program. For 2017-18 graduates, these hours must be completed between July 1, 2018 and June 30, 2019.

Fifty percent of the salary increase received from the completion of the first year of the two-year program will be forfeited if the volunteer service component is not completed to the satisfaction of the SDP Steering Committee.

Rationale: The Staff Development Program (SDP) would not be possible without volunteers. The second-year of the program helps to perpetuate the program for future participants.

Procedure: Staff Development Program (SDP) graduates will use the Graduate Volunteer Log to document their hours. Upon completion of a minimum of 15 volunteer hours, please submit the completed log to Leigh Dodson at dleigh@clemsun.edu or 801 University Union.

Exemptions to this policy must be approved by the Staff Development Program (SDP) Steering Committee.