
SUBJECT: PROFESSIONAL DEVELOPMENT (STAFF)

1.0 POLICY

- 1.1. All full-time staff employees who participate in professional development by taking college/university courses, clinics, seminars, re-certification classes or update classes from industry, during the hours of the work day or the non-contract time should adhere to the following criteria:
 - 1.1.1. Supervisors must be consulted to facilitate coordination of activities within the department and to provide coverage of essential services and reassignment of staff workloads and/or hiring of substitutes.
 - 1.1.2. For "non-Exempt" employees, a written agreement will be prepared with the supervisor's approval on how missed time will be made up during the workweek if seminar and classes are during contract time. The work should be made up in the same workweek, if possible, to avoid an overtime situation.
 - 1.1.3. Special provisions for extensive professional development should be presented to the Campus Staff Development Committees for recommendation to the President. The President has the authority to approve or disapprove the request based on the best interests of the institution, and allocation of funds for the professional development classes and clinics will be through the President.
 - 1.1.4. When a staff employee completes a course and receives a certificate or diploma, a copy of the document should be submitted to the Human Resource Office for inclusion in the employee's official personnel file. When other special training is received, a memo may be forwarded to the Human Resource Office for inclusion in the employee's file.