

# Personal Development Policy

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<b>POLICY:</b> Personal Development			
<b>POLICY NUMBER:</b>	300.20	<b>CUSTODIAN:</b>	Special Projects
<b>APV'D DATE:</b>	10/20/20	<b>REVIEW DATE:</b>	10/2020
<b>EFFECTIVE DATE:</b>	10/20/20		
<b>REFERENCES:</b>			

**Part 1. Policy Background and Purpose.**

The purpose of this policy is to allow employees time off with pay to participate in activities for wellness and/or personal growth.

**Part 2. Definitions.**

Personal development is defined as activities that improve awareness and identity, develop talents and potential, build human capital, and facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

Full-time is defined as an employee who works 32 or more hours per week.

**Part 3. Responsibility.**

It is the responsibility of the employee to request the time off for Personal Development.

It is the supervisor's responsibility to consider requests for Personal Development time balancing the needs of the employee with the needs of the department. Every effort should be made by the employee to schedule participation and/or attendance with minimal effect on the operations of the department and the organization as-a-whole.

**Part 4. Policy.**

Full-time employees are allowed up to four (4) hours in one pay period for participation in personal development activities such as:

- Employee fitness.
- Committee or board membership.
- Training or taking a class to improve skills.
- Volunteering in the community.

Employees may use Annual Leave hours for time exceeding the allowable 4 hours, with their supervisor or director's approval.

Participation and/or attendance should not interfere with the employee's ability to perform their job effectively.

Faculty members should refer to their annual contract for personal development options.