

Professional Development Policy

Policy: Professional Development			
Policy Number:	300.54	CUSTODIAN:	Special Projects
Apv'd Date:	11/17/20		
Effective Date:	11/17/20	REVIEW DATE:	11/2020
REFERENCES: Employee Handbook, Employee Compensation Policy			

Part 1. Policy Background and Purpose.

It is the Policy of WETCC to provide assistance and support staff, to increase the effectiveness of their performance in their present College positions, as well as to encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement within WETCC.

Professional development and continuous learning are necessary to maintain the quality of the WETCC staff and their continued readiness and ability to contribute effectively to the mission and goals.

Part 2. Definitions.

Professional Development is the process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace, through outside organization, or through watching others perform the job. Professional development helps build and maintain morale of staff members and is thought to attract higher quality staff to an organization. Also called staff development.

Professional Development opportunities must be related or have a direct impact on their current position and the development must be approved by their supervisor.

Staff are all full-time and part-time employees including faculty. Adjuncts have separate professional development opportunities.

Monetary honorarium includes: any form of compensation that includes a form of payment or money.

Part 3. Responsibility.

An employee must meet the following requirements to be eligible for professional development activities:

- Completion of the probationary period
- Job performance that is rated as satisfactory or better

The Department Director considers scheduling, staffing, budget, and other related considerations.

Part 4. Procedure

Professional Development Activities and Eligibility

Professional Development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses, workshops, seminars, conferences, lectures and meetings; and participation in professional and technical associations.

To facilitate an employee's participation in professional development activities, the department head may approve: flexible work options such as alternate work schedules; a period of paid or unpaid leave; partial or full payment or reimbursement of training expenses; or a temporary or part time work assignment in another department.

All permanent employees may be eligible for Professional Development activities. Temporary employees are not eligible for paid Professional Development activities; Temporary employees may be granted unpaid time away from work to attend professional development activities with supervisor approval.

Professional Development Leave

To propose a professional development leave, the employee and their supervisor develop a mutually agreed-upon, written plan describing the proposed activity and how it directly impacts their current position within the organization.

The employee or supervisor may initiate a request for professional development. The employee and supervisor will develop a written agreement that may address the following issues, as applicable:

- A description of the activity or activities to be undertaken by the employee
- The requested period of time for the activity (provide dates or the range of time)
- The relation of the activity to the employee's current job responsibilities
- A statement on the relative importance of this activity to the overall needs of the department and available resources.
- Any commitment that may be required for continued employment.

In approving a Professional Development leave, the department director considers the proposed duration of the leave and scheduling, staffing, and budget considerations.

If an employee uses paid Professional Development time, any monetary compensation must be turned over to the College.

If an employee uses Annual Leave or No Pay on their timecard, the employee may keep any monetary compensation that is given to them.