

PROFESSIONAL DEVELOPMENT

GENERAL

Definition:

- A. Professional development: Opportunities for staff which advance the mission of the college and strengthen its ability to serve students. The college encourages participation in such activities for all staff.

- B. Activities may include but are not limited to:
 - workshops,
 - seminars,
 - conferences,
 - travel,
 - intermittent educational course work,
 - research,
 - projects, or
 - work experience programs.

PRE-APPROVAL

Participation in professional development activities may require prior approval from the employee's supervisor, or department leadership. With regard to such pre-approval, employees must determine and follow the guidelines of their individual work groups. In an approval decision, primary consideration will be given to the question of whether the opportunity meets the goal of advancing the mission of the college.

REIMBURSEMENT/COMPENSATION

When fiscally capable, the college allocates funds from appropriate budget lines to enable employees to participate in professional development activities that require monetary payment. Depending on the circumstances, and available funding, costs may be covered by the departmental budget, or from allotted professional development funds.

When participation in professional development activities is required or assigned by the supervisor, the cost of attendance will be paid in full by the college. For all assigned professional development activities, the time spent in the activity will be considered time worked for the purpose of compensation. Such reimbursement is, generally speaking, not applicable to training which makes an employee minimally qualified to perform their position. Exceptions to this principle may be made with Presidential approval.

BARGAINING UNIT EMPLOYEES

Professional development opportunities that are accessed by bargaining unit employees are subject to collective bargaining agreements and shall be governed by the respective agreements. Failing such provisions, board policy and administrative policy and procedure shall apply.

Adopted as Administrative Procedure/Policy: August 7, 2019