# Personal Development Policy

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| **Policy Number** | 300.20.02 | **Custodian** | Human Resources |
| **Approved Date** | 7/25/2024 | | |
| **Effective Date** | 7/25/2024 | **Review Date** | April 2024 |
| **References:** | | | |

## 1. Purpose

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

## 2. Persons Affected

2.1. WETCC Employees

## 3. Policy

This policy is to ensure the following:

3.1. WETCC Employees will be allowed four (4) hours per pay period for:

3.1.1. Attend a post-secondary class.

3.1.2. Participation in employee fitness

3.1.3. Participation on a committee or board.

3.1.4. Participation in cultural activities.

3.1.5. Participation in conferences/trainings/workshops.

3.2. Any hours over the granted four (4) will result in the employee utilizing their vacation hours.

3.3. Participation or attendance does not interfere with the employee's ability to perform their job.

3.4. Participation and/or attendance is at the discretion of the employee's direct supervisor. Every effort should be made by the employee to schedule participation with minimal effect on the smooth operations of the department and the organization as-a-whole.

## 4. Definitions

4.1. Personal Development. Personal development is a continuous process, a life-long journey that requires a commitment to self-improvement, learning, and growth.

4.2. Full-time. An employee who works regularly scheduled 32 or more hours per week.

## 5. Procedures

5.1. Employees submit a request to their supervisor to participate or attend in an allowable activity.

5.2. Supervisors approve or deny the request considering the impact of the leave on the operations of the department or the college.

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

## Revision History

| Rev. Date | Rev. No. | Revision |
|---|---|---|
| 4/24/2024 | 1 | Housekeeping: New format; Added community involvement; Added 3.1.4; Added 3.1.5; Changed Personal Development definition |
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