Professional Development Policy

Policy Number	300.54.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	11/17/2020	**Review Date**	November 2020
References: Employee Handbook, Employee Compensation Policy			

1. Purpose

To provide continuous learning that is necessary to maintain the quality of the WETCC staff and their continued readiness and ability to contribute effectively to the mission and goals.

2. Persons Affected

2.1. Staff
2.2. Faculty

3. Policy

This policy is to ensure the following:

3.1. Aid and support staff, to increase the effectiveness of their performance in their present College positions.

3.2. Encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement within WETCC.

3.3. Help build and maintain the morale of staff members.

3.4. Attract higher quality staff to the organization.

Professional Development Activities

3.5. 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.

3.6. Activities must be related to or have a direct impact on their current position and the development must be approved by their supervisor.

Professional Development Eligibility

3.7. All permanent employees may be eligible for Professional Development activities.

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

a) Completion of the probationary period.
b) Job performance that is rated as satisfactory or better.

Professional Development Leave and Compensation

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

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

Temporary Employees

3.11. Temporary employees are not eligible for paid Professional Development activities.

3.12. Temporary employees may be granted unpaid time away from work to attend professional development activities with supervisor approval.

4. Definitions

4.1. Professional Development. Process of improving and increasing capabilities through access to education and training opportunities in the workplace, through outside organization, or through watching others perform the job. Also called staff development

4.2. Professional Development Opportunities. Training and education that has a direct impact on a person's current position.

4.3. Staff. Full-time and part-time employees including faculty. Adjuncts have separate professional development opportunities.

4.4. Monetary Honorarium. Includes any form of compensation in the form of payment or money.

5. Procedures

5.1. The employee or supervisor may initiate a request for professional development.

5.2. 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.

5.3. A written agreement may address the following issues, as applicable:

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

5.4. In approving professional development leave, the department director considers the proposed duration of the leave and scheduling, staffing, and budget considerations.

5.5. To facilitate an employee's participation in professional development activities, the department head may approve:

a) Flexible work options such as alternate work schedules.
b) A period of paid or unpaid leave; partial or full payment or reimbursement of training expenses.
c) A temporary or part time work assignment in another department.

Revision History

Rev. Date	Rev. No.	Revision
1/8/2025	2.	Housekeeping; New Format; Change Custodian
11/17/2020	1.	Original