

	<b>POLICY</b>	<b>Motion No.</b>	<b>EXEC 1013-2013</b>
	<b>Professional Development and Continuing Service Requirement</b>	<b>Effective Date</b>	<b>8/27/2013</b>
		<b>Responsible Department</b>	<b>Human Resources</b>
		<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

**SCOPE**

This establishes policy pertaining to the College's professional development and reimbursement. The College encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. The College recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline institution parameters and continuing service requirements for external specialized training. Please note that this policy is subject to annual college budgets established for professional development.

**POLICY**

The work performance of an employee is a vital key to the success of our College. Providing professional development to our employees is an investment in their careers and the College's future. In support of this program, the College offers professional development benefits to full-time administrative employees who have been employed by the College for 6 months.

Employees may be permitted to attend off-site seminars, conferences, or workshops annually that will be paid for by the College. The training event to be attended must have a direct relationship to the job the employee performs. It is the employee's responsibility to seek out the training mediums that will enhance his or her career development and are in line with the College's mission.

For work scheduling purposes, the employee's request for attendance should be received at least one month in advance of the training, and the employee's department director must approve the request.

The College reserves the right to determine which training functions are in the best interests of the College, its future planning and direction. Thus, the College's senior level administration will review all request for external training, determine priorities and approve or disapprove requests based on the College's annual budget established for these programs.

The administrative employee must continue his or her employment with the College after benefiting from this specialized training for a minimum of one year from the last day of training or the administrative employee shall be obligated to repay in full the amount of reimbursement when employment ends if that training is valued at \$2500.00 or more.

Any full-time administrative employee who is dismissed after attending specialized training will be required to reimburse the College if training was within the last year of employment.

The employee will sign a written authorization to permit deduction from his or her paycheck if money is owed from professional development payments by the College when the employee leaves employment with the College. The written authorization will be signed by the employee at the time professional development funds are requested from the College by the employee. If the amount owed to the College exceeds the full amount of his or her last paycheck, the employee will be required to make payment on the difference prior to his or her last day of employment.

If an employee initially elects to contribute 50% of the cost of the training when the training is valued at \$2,500 or more, the employee will not be required to pay the remaining 50% to the College, if the employee chooses to terminate employment within the minimum of one year from the last day of training requirement.

Signed authorizations will be retained in the Payroll department. The written authorization form can be found on the college portal.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
8/27/2013	EXEC 1013-2013	Human Resources	Initial Release