

	POLICY	Motion No.	EXEC 1004-2025
	Professional Development for Administrative and Support Staff Employees	Effective Date	2/18/2025
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

This policy provides guidelines for administrative and support staff employees who would like to attend external specialized training. Guidelines for faculty can be found in the Collective Bargaining Agreement between the College and the Federation of Teachers.

The College encourages employees to enhance knowledge and skills and to network with other professionals, thus improving job performance and 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. Please note that this policy is subject to annual college budgets established for professional development.

Administrative and staff employees may be permitted to attend off-site seminars, conferences, or workshops 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, along with his/her supervisor, to seek out the training mediums that will enhance his or her career development and are in line with the College's mission and strategic goals. The College reserves the right to determine which training functions are in the best interests of the College, its future planning and direction and are within budget. Thus, the employee's supervisor and a President's Cabinet member will review all requests for external training, determine priorities and approve or disapprove requests.

Expenses for requests that are approved must be submitted in accordance with the Travel Reimbursement policy and procedures to include the Travel or Conference Authorization Form prior to the training function and the Travel-Conference Expense form following the training. If a professional development request is denied, the supervisor will explain the reason(s) for the denial to the employee making the request.

Effective Date	Motion Number	Document Author	Description of Change
2/18/2025	EXEC 1004-2025	Human Resources	The policy previously known as "Professional Development and Continuing Service Requirement" was renamed to better specify the individuals it affects.
8/27/2013	EXEC 1013-2013	Human Resources	Initial Release