

## **2458 – Employee Training Professional Development**

~~The College believes in the importance of professional development because it not only delivers benefits to the individual, it also delivers benefits to the employee's profession and the customers they serve. As a learning institution, the College is committed to supporting employees with professional development. Professional development encourages college employees to progress their professional and personal skills to achieve excellence in their job performance. Employees are expected to take initiative in promoting their own growth by identifying and participating in professional development and enrichment activities. Such activities may be documented in annual evaluations and/or identified throughout the course of an employment period. Employees should seek approval from their supervisor for training if it is scheduled to occur during the employee's work period.~~

~~Because of this,~~ At the College's ~~option-~~discretion, mandatory training may be required for its new and existing employees (including student employees) as a condition of their employment. The training may focus on employee or institutional-related issues which may include, but shall not be limited to, Bloodborne Pathogens, **Substance Abuse and the Drug Free Workplace, Cyber Security, Advisement** and Title IX. ~~and other compliance training, computer training, quality customer service training, etc. as deemed appropriate by the College. Participation may require involvement from all employees or select employee groups or classifications positions, Participation is required for all mandatory employee training, at the recommendation of their supervisor(s) or the College and is to be completed within a specified amount of time depending on hire date and position.~~ The College will provide employees with work release time, allowing them to participate in the mandatory training during their normal work schedule.

It is the supervisor's responsibility to ensure that **his or her** ~~their~~ employees participate in mandatory training. ~~If an Employees who fails to participate in any of the mandatory training sessions, the Office of Human Resources will notify the employee's supervisor. If an employee persists in not completing the mandated training by the required deadline, the Office of Human Resources will send a note of non-completion to the President's Office, the Vice President of Instruction's Office (as appropriate), and the employee's supervisor. The Office of Human Resources will then place a copy of the note of non-completion into the employee's personnel file. Any employee who does not complete all mandated employee training within such time limitations as may be established by the College shall be subject to employee discipline, up to and including termination, as set forth in College procedures.~~

**Contact(s):** Director of Human Resources

**Related Form(s):**

- None

**References:**

**Relevant Policy or Procedure:** 1442 – Employee Training

**Approved by:** President

**Date:** 7/11/02

**Revision(s):** 9/6/02; 10/16/07; 10/10/16 (minor revision); 5/25/17 (minor revision)