2458 – Professional Development

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.

At the College's 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. 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 his or her employees participate in mandatory training. Employees who fail to participate in any mandatory training sessions by the required deadline, 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); 3/4/19