



### **III. U. 8. Staff Development OPR: Human Resources**

#### **STATEMENT:**

Savannah Technical College encourages employees to develop and improve their skills and knowledge through approved staff development activities. The purpose of staff development is to strengthen Savannah Technical College by providing training and education opportunities for improvement of all professional personnel as required to meet the needs of the College. Savannah Technical College shall administer this policy in accordance with State Board policy and procedures "Staff Development" (III. U. 8.).

#### **PROCEDURE:**

##### **Definitions**

**Specialized Study** is the enrollment of an employee in a technical college credit course at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area/discipline that is directly related to the position an employee has been selected to assume (e.g., through a promotion, reassignment, etc.).

**Technical Study** is the enrollment of an employee in a technical program at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area that is directly related to the position which the employee currently holds, or a functional area/discipline in which there are promotional opportunities with the System Office or Technical College.

**In-Service Training Programs** are those programs, workshops, and conferences, etc., which are deemed beneficial for Savannah Technical College, or an employee.

**Georgia Leadership Institute Programs** are training courses offered by the Carl Vinson Institute of Government in conjunction with the State Personnel Administration.

##### **Staff Development Procedures**

The College President shall direct the coordination of all staff development activities for employees at Savannah Technical College.

Approval of the Commissioner shall be required for any exceptions to this procedure which involve the expenditure of State funds or any request to permit an employee to participate in a specialized or technical course of study during established work hours.

Participation in staff development requires prior approval of the employee's immediate supervisor and the appropriate Vice President.

Employee eligibility for participation in individual training and development programs will be determined based on the following criteria:

### **Specialized Study**

- 1) An employee must have at least one (1) year of continuous employment with TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
- 2) Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave, or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
- 3) Tuition, matriculation, or enrollment fees may be waived for an employee approved for a course or courses under this Specialized Study program.

### **Technical Study**

- 1) An employee must have at least one (1) year of continuous employment with TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
- 2) Participation may be for one course or for a program leading to a certificate or diploma. Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
- 3) The number of participants in a functional area/discipline in which there are promotional opportunities may be limited by the needs of Savannah Technical College.
- 4) Tuition, matriculation, or enrollment fees may be waived for an employee approved for a program of technical study under this program.
- 5) To the extent this procedure is inconsistent with the policy and procedures governing Tuition Remission and Reimbursement, the latter shall control.

### **In-Service Programs**

- 1) An employee must have completed orientation and familiarization for the position currently held and may be employed in either a full or part-time position with Savannah Technical College.
- 2) Participation in individual programs shall be in accordance with eligibility criteria established for the program and shall be considered an official part of the employee's job and, therefore, "hours worked".
- 3) Payment or reimbursement of fees or other expenses shall be consistent with those provided for participation in specialized study programs.

4) A participating employee may be reimbursed for routine workshop or conferences fees consistent with established Statewide Travel Regulations.

### **Georgia Leadership Institute Training Programs**

1) An employee must have completed orientation and familiarization for the position currently held and must be employed in a full-time salaried position.

2) Programs in which an employee may participate must be job-related and the employee must obtain written approval from their immediate supervisor and the appropriate Vice President.

3) Registration for these courses shall be completed consistent with the guidelines established by the Georgia Leadership Institute.

4) Participation in Georgia Leadership Institute training courses shall be considered an official part of the employee's job and, therefore, "hours worked".

5) Training Calendars shall be provided to managers and employees to view and plan for their employees' staff development needs.

6) An employee approved for participation in training courses offered by the Georgia Leadership Institute shall have all registration fees paid by Savannah Technical College. The appropriate Savannah Technical College Vice President should initiate the "Request for Payment" with the written approval attached and submit the total packet to their respective accounting office for payment.

7) Reimbursement for travel to and from the training site location shall be delivered consistent with established Statewide Travel Regulations.

### **Special Training Requirements**

1) Participation in required training for the operation of equipment or for performance of specific functions that are a principal part of the employee's assigned duties is considered an official part of the employee's job and, therefore, "hours worked".

2) Purchase of training for this purpose must be in accordance with established procedures. Payments for an employee to obtain college credit for such training or for purchase of equipment or textbooks, which become the personal property of the employee, are not authorized.

3) An employee in a time-limited project may, under the above criteria, be considered for participation in staff development programs provided such participation is authorized and funded as a part of the project.

4) An employee in a temporary or part-time status shall not generally be eligible for participation in staff development programs other than for orientation or familiarization for the position in which employed or, as applicable, in-service training programs.

5) An employee receiving financial assistance from another public sector employer for participation in a staff development program shall not be eligible to receive financial assistance under this program.

6) Participation in all staff development programs shall be equitably scheduled among employees desiring to participate with consideration given to the following:

- a) Availability of funds;
- b) Availability of training;
- c) Length of absence from work and workload requirements within the employee's work unit;
- d) Relationship of the training to the employee's position or to a position to which the employee has been scheduled to assume.
- e) The needs and best interest of TCSG and/or Savannah Technical College.
- f) Potential for the employee's continued employment.

7) Absences for participation in staff development programs and for other educational purposes are as follows:

- a) Annual leave may be used for educational purposes on the same basis as for other personal absences. Supervisors must assure that reoccurring absences for educational purposes do not impose a hardship on Savannah Technical College or other college employees.
- b) An employee absent because of participation in staff development or other educational programs other than when such participation is defined as an official part of the employee's job must be charged leave for the total absence. As an alternative to the use of paid leave in these circumstances, a work schedule adjustment may be authorized provided the employee works or remains in pay status for the required forty (40) hours per work week/established work period.
- c) Leave without pay will not normally be authorized for participation in staff development or personal educational programs.

### **Annual Staff Development Plans**

Annually, each instructor and administrator is required to submit a proposed staff development plan for consideration during the Annual Performance Appraisal. The approved plan will be prepared jointly by the instructor or administrator and their immediate supervisor after the Annual Performance Appraisal has been conducted. The activities written in the approved plan must be completed during the next fiscal year.

Within the availability of funds, travel funds will be available for most staff development activities. Travel funds and tuition for postsecondary level education courses that are not required as a condition of employment will not be paid.

Postsecondary level courses that are not required may be part of a staff development plan, but must be done on personal time and not during normal work hours.

**Note:** Staff Development Activity Forms are available in the Administrative Services or Academic Affairs offices.

Cross Ref: SBTAE POLICY III. U. 8.

<http://www.dtae.org/dtaepolicy/docs/03-05-04.html>

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