



III. U.7 Staff Development

Savannah Technical College encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.

All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities. The policy shall be administered in accordance with the Georgia Department of Technical and Adult Education's Department Statement of Equal Opportunity.

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Procedure: Savannah Technical College's Staff Development Procedures

The President or his/her designee shall direct the coordination of all staff development activities for employees at Savannah Technical College.

Approval of the College President shall be required for any exceptions to this procedure.

Participation in staff development requires prior approval by the employee's immediate supervisor and the appropriate Vice President or his/her designee.

Employee eligibility for participation in individual programs will be determined for each program based on the following criteria:

Undergraduate or Graduate Degree Programs

1) An employee must be employed on a full time basis with Savannah Technical College and have a minimum of two (2) consecutive performance appraisals with a rating of at least 3.5 or higher score.

2) An employee must be within two (2) academic years of completion of degree requirements, must have an approved degree program, and must submit an approved program of course requirements to be eligible for consideration for participation in this program. The approved program of course requirements must be signed by the appropriate Vice President before the employee starts any course which may be eligible for reimbursement. Savannah Technical College will only pay for one approved undergraduate degree program and one approved graduate degree program for each full time employee.

3) An employee must enter into a written agreement for continued employment at Savannah Technical College for one (1) year following completion of the degree with a provision for pro rata refund of cost of benefits in the event the agreement is not honored.

4) Participation in this program may be after regular work hours or when an employee is on approved annual leave, personal leave if applicable, or on approved leave without pay.

5) An employee approved for this program may be reimbursed for required tuition and fees. Tuition will be remitted to the extent an employee has applied for and is not eligible to receive financial aid assistance from another government agency or is not receiving tuition assistance from another source.

6) Tuition reimbursement will be paid as long as the employee receives a grade of "C" or better in undergraduate courses. A grade of "B" or better is required in order to receive tuition reimbursement for graduate courses. The rate paid per course shall not exceed the amount paid by the University system of Georgia. This may incur additional tax liability for the employee.

Specialized Study

1) An employee must have at least one (1) year of continuous employment with Savannah Technical College, must have completed orientation and familiarization for current position and be employed in a unclassified or full-time salaried position.

2) Participation in this program must be after working hours or when an employee is on approved annual leave, personal leave if applicable, or on approved leave without pay.

3) An employee must enter into a written agreement for continued employment at Savannah Technical College for one year following completion of the course or courses with a provision for pro rata refund of cost of benefits in the event the agreement is not honored.

4) An employee approved for a course or courses under this program may be reimbursed for required tuition and fees. Tuition will be remitted to the extent an employee has applied for and is not eligible to receive financial aid assistance from another government agency or is not receiving tuition assistance from another source.

5) Tuition reimbursement will be paid as long as the employee receives a grade of "C", Satisfactory, or Complete. The rate paid per course shall not exceed the amount paid by the University system of Georgia.

Technical Study

- 1) An employee must have at least one (1) year of continuous employment with Savannah Technical College, must have completed orientation and familiarization for current position and be employed in a unclassified or 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 approved annual leave, personal leave if applicable, or on approved leave without pay.
- 3) The number of participants in an area in which there are promotional opportunities may be limited by Savannah Technical College's needs.
- 4) An employee must enter into a written agreement for continued employment with Savannah Technical College for one year following completion of the approved course or program with a provision for pro rata refund of cost of benefits in the event the agreement is not honored.
- 5) An employee approved for participation in technical study may be reimbursed for required tuition and fees. Tuition will be remitted to the extent an employee has applied for and is not eligible to receive financial aid assistance from another government agency or is not receiving tuition assistance from another source.
- 6) To the extent this procedure is inconsistent with the policy and procedures governing Tuition Remission and Reimbursement, the latter shall control.
- 7) Tuition reimbursement will be paid as long as the employee receives a grade of "C", Satisfactory, or Complete. The rate paid per course shall not exceed the amount paid by the University system of Georgia.

In-Service Programs

- 1) An employee must have completed orientation and familiarization for current position and must be employed in a unclassified or full-time salaried position.
- 2) Participation in individual programs shall be in accordance with criteria established for the program. Participation in such a program shall be considered an official part of the employee's job.
- 3) Payment or reimbursement of fees or other expenses for college course work credit for participation in Board in-service programs shall be in accordance with provisions required for undergraduate and graduate degree programs or specialized study programs.
- 4) Reimbursement for routine workshop or conferences fees that are charged to the employee shall be in accordance with the employee travel expense procedures.

Georgia Merit System Training Programs

- 1) An employee must have completed orientation and familiarization for current position and must be employed in a unclassified or full-time salaried position.
- 2) Programs in which an employee may participate must be job related and employee must obtain written approval from their immediate supervisor and College President or his/her designee.
- 3) The approved request identifying the appropriate employee, course, date, location, and time for training must be forward to the Human Resource and Payroll office for transmittal to the Georgia Merit System Training office for request of registration. The employee, supervisor, and College President will be notified in writing as to the status of the training request. The electronic mail is the most common use of this type of communication followed up with a written confirmation letter with directions to the training site from the Georgia Merit System training office to the employee.
- 4) Participation in Georgia Merit System Training Programs during regular working hours must be directly related to the position in which the employee is assigned or a position to which the employee has been identified for reassignment.

5) Participation under these circumstances shall be considered an official part of the employee's job. Training Calendars are available for 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 Merit System Training office shall have all registration fees paid by the Technical College. The Vice President or his/her designee 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 in accordance with the employee travel expense procedures.

Special Training Requirements

1) Participation in training requirements for 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.

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 except as provided under other staff development programs.

3) An employee in an unclassified service status 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 an emergency, temporary, or intermittent status, or a part-time unclassified service employee shall not be eligible for participation in any of the staff development programs other than for orientation or familiarization for the position in which employed.

5) An employee receiving financial assistance from another government agency or another source 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 for reassignment.
- e) The needs and best interest of Savannah Technical College.
- f) Potential for continued employment of the employee.

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 other 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. Meal periods may not be rescheduled outside the regular meal period in order to reduce the leave charge for an absence. Break time is work time and may not be used to offset the length of time charged for an absence.
- c) Other leave without pay will not normally be authorized for participation in staff development or personal educational programs.

d) Participation in staff development programs as an official part of an employee's duty may not be used as earned overtime or compensatory time.

Definitions

Undergraduate or Graduate Degree Programs covers enrollment in an accredited college or university in an approved degree program at the bachelor's level or above in an area of study for which there is a critical employment need within Savannah Technical College or to pursue a degree program which is related to current employment.

Specialized Study is the enrollment of an employee in a college credit course for the purpose of improving knowledge or skills in a specific area that is directly related to the position in which the employee has been selected for reassignment.

Technical Study is the enrollment of an employee in a technical program for the purpose of improving knowledge or skills in a specific area that is directly related to the position in which the employee is assigned or in an area in which there are promotional opportunities with Savannah Technical College.

In-Service Training Programs are those programs, workshops, or conferences that are developed, organized and conducted under the supervision of the Board for the principal benefit of Board employees.

Georgia Merit System Training Programs are training courses, workshops, and conferences provided by the Georgia Merit System Training and Organization Development Division.

References

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Tuition Remission and Reimbursement for Approved Staff Development

Credit Classes

Savannah Technical Colleges encourage full-time faculty, staff, and administrators to participate in staff development activities and study by remitting tuition for those Technical College educational activities that have been authorized by the employee's President and are clearly related to the employee's job or career in the organization. Tuition will be remitted to the extent an employee is not eligible for governmental or another source of financial aid.

Upon completion of the course, the employee must present a transcript to his or her supervisor indicating that the course was "successfully completed." A course is "successfully completed" when the criteria set by the supervisor has been achieved or when a grade of C or better is earned depending on course requirements to receive credit. A course must be successfully completed in order for the tuition to be paid by the employer and for the course to count as a staff development activity. If a course is not successfully completed, then the employee shall reimburse his or her employer for all costs paid by the employer.

- 1) Full-time employees (who meet the applicable admission standards and have received appropriate prior authorization from the President) may register without tuition or fees on a space available basis at Savannah Technical College for approved staff development.
- 2) Full-time employees (who meet applicable admission standards and have received appropriate prior authorization from their President or Assistant Commissioner) may register for courses at a Technical College where he or she is not employed for approved staff development. Unless the sending employer has made other arrangements, the sending employer will reimburse the receiving institution for tuition and fees.
- 3) Full-time employees of Savannah Technical College may attend credit classes offered by the college as part of their staff development plan without registering as "auditors" and without credit

being offered for such attendance. Employees should obtain permission from their immediate supervisor to attend such classes. Supervisors should establish the necessary criteria to demonstrate successful completion.

Non-credit Courses

At the discretion of the President, employees may attend non-credit courses on a space-available basis at Savannah Technical College at a reduced rate or without payment of a fee.

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Guidelines for Staff Development

DEFINITION:

Staff development is a planned and organized learning activity that results in improved job competencies and professional growth.

WHAT IT IS NOT:

Staff development is not an activity that is part of the normal job, i.e. attending routine committee meetings, specific training on a piece of equipment, and DTAE meetings.

EXAMPLE:

Learning to use the phone system is not staff development; attending a seminar of telephone etiquette is staff development.

POSITIVE ORIENTATION:

The success of staff development depends on a positive orientation and active involvement in all phases by all parties.

SUGGESTED ACTIVITIES:

College courses, STC courses, state or local activities, industry workshops or seminars, planned business/industry updates or other organized and structured activities. These could include the Instructor Training Institute, professional conferences, back to industry, professional readings and/or research, audio-cassette programs, or instructing peers or colleagues in staff development.

PLAN FOR NEW EMPLOYEES:

A new employee will complete a self-assessment in the first six weeks of employment and a staff development plan will be prepared. Plans for newly employed instructors without prior teaching experience should focus on

developing teaching skills. Plans for new support personnel should focus on job-related competencies.

PLAN FOR EXPERIENCED EMPLOYEES:

Plans for experienced instructors should focus on professional development and improved teaching skills and job competencies. Plans for support personnel should focus on improved job competencies and professional growth.

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Directions for Preparing the Staff Development Plan

1. Study the staff development guidelines.
2. Review the self-assessment (based upon your job description) for any identified areas of professional improvement.
3. Review your annual performance evaluation for identified areas of growth and/or suggestions for improvement.
4. Complete the staff development plan form with all requested information with assistance from your supervisor. Your planned hours should meet the recommended minimum requirement for your employment category.

CONTENTS OF THE PLAN:

Based upon an individual's self-assessment and annual performance evaluation, the staff development plan will be prepared and filed by **July 1** each year. Plans will be developed based on priority of need as determined by the individual and the supervisor.

SCHEDULING ACTIVITIES:

Staff development may be scheduled at any time with approval of the supervisor. Activities for teaching faculty will normally be scheduled outside of class time and around registration responsibilities. Activities for administrative and support personnel will be scheduled around work responsibilities. The supervisor or DTAE may require some activities.

HOURS REQUIRED:

All employees are encouraged to develop themselves as fully as possible, therefore, some plans will far exceed the minimum hours required. The supervisor and the employee will determine the number of hours appropriate for an individual's plan. Minimum hours required for instructional and administrative employees on a twelve-month contract are 24. The minimum hours required for employees on less than twelve month contracts will be prorated. It is the supervisor's responsibility to assist with the scheduling of these activities.

Employee	Minimum/Maximum Hours
Faculty	24/60
Support Staff	18/24
Administrative Staff	24/60

CHANGES IN PLAN:

Changes in the initial plan will be made with the approval of the supervisor. Requests for changes should be made on the activity report prior to participation in the activity. Changes will be reflected on the staff development plan, Section V.

EXPENSES:

All expected expenses (travel, registration fee, etc.) must be estimated and indicated on the **Staff Development Activity/Request for Travel form**. Each amount requested should include justification. Reimbursement for expenses will depend upon the availability of funds and the nature of the activity. In all instances, employees should obtain authorization for staff development activities prior to obligating themselves for any related expenses. Non-approved expenses will not be reimbursed.

COMPLETION OF ACTIVITIES:

Each supervisor shall evaluate whether activities have been successfully completed. Activity reports shall be submitted to reflect completion of all planned activities.

COMPLETION OF PLANS:

All plans must be completed by **June 30** each year. The annual performance evaluation shall be used to determine if the staff development plan was successfully completed. Continued employment at Savannah Technical College is contingent upon satisfactory completion of the staff development plan.

RECORDS:

Records containing the individual needs assessment, staff development plan, and activity reports shall be retained in the supervisor's staff development file and a copy shall be provided to the employee.

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