

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2624**

SUBJECT: Employee Development

REFERENCE: WV Code §18B-7-5

ORIGINATION: July 1, 1986

EFFECTIVE: January 28, 1991

REVIEWED: December 4, 2013

SECTION 1. PURPOSE

- 1.1 The purpose of employee development is to increase professionalism, productivity, and individual and organizational effectiveness. The purpose of this policy is to create and promote a culture that is dedicated to maintaining a learning organization.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Subject to appropriate supervisory approval, any employee of Southern West Virginia Community and Technical College is eligible to participate in employee development programs appropriate to his/her position or as requested or required by his or her supervisor.

SECTION 3. DEFINITIONS

- 3.1 Competencies - Set of behaviors encompassing skills, knowledge, abilities, and personal attributes that are critical to successful work accomplishment. Core Competencies are skills, knowledge, and abilities that employees must possess in order to successfully perform job functions that are essential to business operations.
- 3.2 Developmental Activities - Activities that focus on preparing employees for future responsibilities while increasing their capacity to perform their current jobs.
- 3.3 Grantor - The entity or funding body for professional development activities or classes. Examples of grantors of professional development funding include the Teaching and Learning Center, the Office of Academic Affairs, the Classified Staff Council, or any individual unit of the institution who may approve funding for development activities or classes.
- 3.4 Human Resource Development (HRD) - Set of systematic and planned activities designed by an organization to provide its members with the necessary skills to meet current and future job demands.
- 3.5 Knowledge - Level of learning characterized by ability to recall specific facts.
- 3.6 Learning Organization - A concept practiced through systems thinking and shared vision in which the organization is characterized by its capability to adapt to changes in its environment by altering organizational behavior. In a learning organization, workers network and collaborate inside and outside the organization;

change is embraced and failures are viewed as opportunities to learn; and the organization adapts and changes as the environment changes.

- 3.7 Organizational Development (OD) - Process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions.
- 3.8 Systems Thinking - A conceptual framework that helps one see how things interrelate and how to change them.
- 3.9 Training - Process of providing knowledge, skills, and abilities (KSAs) specific to a task or job.
- 3.10 Advanced Professional Development - Any academy, class, conference, course program seminar or training attended by an employee that is not required by his or her current position, is not required for the performance of his or her current job responsibilities, and is intended to develop a higher level of skill, to develop an increase in professional or technical knowledge, or to obtain an advanced level of professional accreditation.
 - 3.10.1 Advanced professional development does not include routine job training, training required for the employee's performance of his or her current job responsibilities, attendance at professional conventions, seminars, continuing professional education or any form of training required to renew an employee's professional accreditation or any training costing less than one thousand dollars.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College shall maintain programs appropriate to the needs and resources of the institution for human resource development, organizational development, and to improve the competencies, knowledge, skill, and abilities of its employees.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 While there are many by-products of development and training (e.g., increased knowledge and personal satisfaction), the real measure of developmental success is improved job performance.
- 5.2 Teaching, expanding knowledge and creativity, and devoting knowledge to public service are considered primary goals of higher education. These goals are achieved by and through college faculty. Therefore, the efforts of the Board of Governors and this institution in supporting, developing, and renewing the faculty members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of Southern West Virginia Community and Technical College.
- 5.3 Southern West Virginia Community and Technical College recognizes the general and specific benefits derived from efforts to improve employees' personal and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. Employees, especially individual faculty members, benefit from being able to teach, acquire a new knowledge, serve public needs, and perform institutional and professional roles more effectively. The College benefits from enhanced capacity and flexibility to carry out its mission in an era where it is more practical to enhance or renew skills and knowledge of existing employees.
- 5.4 Therefore, Southern West Virginia Community and Technical College affirms the unique, integral contribution of its employees and faculty members to the mission of higher education: Teaching, producing scholarly work that contributes to knowledge and creativity and serving public and institutional needs. The

college further recognizes through its policy and actions that the knowledge and skills of employees and faculty need to be developed, maintained, supported, and renewed, and that the primary responsibility for accomplishing these ends resides with the institution.

SECTION 6. GENERAL PROVISIONS

6.1 Eligibility and Other Requirements

6.1.1 To be eligible for professional development funding, applicants must have been employed by the college for a minimum of one (1) year. Employees with less than one year service may apply for funding to take a class or attend a seminar or other job related training activity when required to do so by their supervisor.

6.1.2 Development activities funded by the college must be job related. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment or in a field designated by the supervisor.

6.2 Selection for professional development opportunities shall be made on a nonpartisan, nondiscriminatory basis without regard to race, religion, sex, age, national origin, or handicap conditions, using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.

6.3 Awards for development activities are made on a semester by semester basis and may be limited due to the availability of funds.

6.4 Reimbursement Agreement

6.4.1 The College has the option of entering into a reimbursement agreement with the employee for repayment of training compensation and costs for advanced professional development. The agreement may contain reasonable provisions for continuing service after completion of the advanced professional development. The agreement must be signed prior to approval and acceptance of funding for advanced professional development.

6.4.2 An employee under such agreement who voluntarily leaves employment with the college after receiving advanced professional development, but prior to the expiration of the negotiated continuing service period, and becomes employed with an entity other than the State of West Virginia, in a capacity which utilized the advanced professional development training, shall repay a pro rata portion of the training compensation as provided in the reimbursement agreement.

6.5 Tuition Waivers

6.5.1 Graduate Classes - Before applying for funding for graduate classes, applicants are required to seek waivers from the graduate institution. Applications for tuition waivers at other institutions may be obtained from the Human Resources Unit or the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline.

6.5.2 Undergraduate Classes - Any current employee may request a Southern West Virginia Community and Technical College tuition waiver to pay for classes taken at the college. Applications for Southern Waivers are made through the Office of Student Financial Assistance. Tuition waivers are not available from other undergraduate institutions.

6.6 An applicant should not be considered for tuition at a private or out of state institution unless equivalent

course program cannot be acquired at a public West Virginia institution.

- 6.7 An applicant shall not receive funds for classes when other types of financial aid are being received (i.e., Pell grants or financial aid assistance and professional development funding simultaneously).
- 6.8 If the request for funding is approved and the applicant does not attend the development activity he/she is responsible for contacting the grantor in writing so the encumbered money can be used for someone else.
- 6.9 If the applicant withdraws from the class or receives a failing grade, he/she must repay the funds expended by the grantor.

SECTION 7. RESPONSIBILITIES

- 7.1 Grantors of professional development funding will develop a form and procedure for application and processing of requests for professional development funding. The form and procedures are to be made available to all employees via the institutional intranet.
- 7.2 Requests for funding must be approved prior to registration or enrollment for any development activity.
- 7.3 An applicant must show relationship to assigned duties or chosen degree programs, or need for training, development, or continuing education.
- 7.4 Those applying for funding for course credits are not limited to a set number of hours.

SECTION 8. CANCELLATION

- 8.1 SCI-1623, Personnel Development 1-28-91

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: Policy originated July 1, 1986 under title “Personnel Development Committee.” That policy was replaced on January 28, 1991 with SCI-1623 titled “Personnel Development.” The policy was revised with the new SCP format in September 2000 and called “Professional Development” with the number SCP-2624 (eliminating SCI-1623.)

August 2008 – Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for, and necessity of employee development in order to maintain an organization ready to meet the demands of the future. The policy title was changed to “Employee Development.”

December 4, 2013 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and are grammatical in nature.