Policy Name: Staff Development Policy (Non-Faculty)

Policy
The College will provide a quality program of coordinated and continuous development for staff to promote each individual’s professional and personal growth, in order to advance the College’s mission.

Purpose
Enhance job performance and productivity
Enhance interpersonal communications
Enhance opportunity for job mobility
Encourage participation in staff development activities
Enhance opportunity for lifelong learning
Enhance opportunity for personal growth

Responsibility
President
The President is responsible for supporting the staff development policy by ensuring funds are allocated for this purpose in the operating budgeting process.

Supervisors
Supervisors are responsible to communicate with their employees in supporting and determining appropriate development activities for each of their employees.

Employees
Employees are responsible for seeking professional development activities for themselves and communicating with their supervisor for approval and/or appropriate modifications.

Staff development committee
The staff development committee is comprised of staff and is responsible to advise, approve and plan for the use of staff development funds.

Steward: Chief Human Resources Officer
Approval Date: March 1, 2005
Implementation Date: March 1, 2005
Revised Policy Format Only: July 31, 2012
Revised Policy: January, 2015
Policy Approved: February, 2015