Policy Name: Staff Development Procedure (Non-faculty)

Part 1. Purpose

A. 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.

B. Objectives

- Ensure that staff has knowledge and skills needed to effectively utilize technology to perform job-related tasks.
- Foster a college-wide community of active learners who embody the philosophy that learning is continual.
- To promote a culture that values professional growth and its positive impact on sustained service quality.
- To encourage staff assessment, determine professional growth needs, and involvement in staff development.
- Facilitate individual professional and personal growth needs (as identified by staff in their professional development plan).

Part 2. Definitions

A. Eligible Employees (AFSCME, MAPE, MMA, and Commissioner’s Plan)

Employees who have passed an initial probationary period and are in one of the following categories are eligible for individual staff development funds:
- Full-time unlimited
- Part-time unlimited
- Full-time seasonal
- Part-time seasonal

Employees who are intermittent, temporary, on leave of absence and/or in their probationary period may participate in group activities but are not eligible for individual funds.

B. Structure of Committee
The Staff Development Committee has the authority to advise, approve and plan for the use of Staff Development funds. The staff development committee is comprised of a Chairperson, Secretary and Treasurer. The campus has the option to structure the committee based on their needs. The responsibility of each officer position follows:

- **Chairperson** – General oversight and guidance for the Staff Development Committee and its employees. Sets agenda and runs staff development meetings.
- **Secretary** – Responsible for taking meeting minutes for staff development meetings and sending out to membership. Maintains a file with meeting minutes for reference in the future.
- **Treasurer** – Responsible for monitoring the staff development fund and working with the M State Business Office to ensure funds are managed and disbursed as outlined in this policy.

### C. Activity Categories

Each staff development activity will be categorized into one of the following areas:

- **Job Required** – Supervisor requires course or program to obtain necessary skills. *Job required courses are not eligible for staff development funds but will be paid for out of the budget designated by the supervisor.*
- **Job Related** – Requests must be clearly and directly related to the knowledge, skills and ability needed to attain, maintain or improve competence in performing current job responsibilities. The employee receives reimbursement for tuition and other fees up to the allocated dollar amount. The supervisor is responsible for determining the amount of release time, if any allowed.
- **Career Development** – Training in this area is not specifically related to the job, but related to career development. The employee will pay for books and other materials. Release time is not granted.
- **Personal and Professional Growth** – Training that provides people to become motivated by their own growth. This is a level of self-actualization resulting in intrinsic motivation, thereby providing better service to students and co-workers. The employee will pay for the books and other materials. Release time not granted.

### D. Financial Guideline

Total dollars available each fiscal year are allocated to the Staff Development Fund by FTE per campus. Funding is set at the maximum rate of $250 per person per fiscal year; requests which exceed $250 require campus designee approval.

By June 15 of each year, the Staff Development Committee will review the use of per person allocated funds. Unused allocations will be moved to previous requests that could not be fully funded. Any remaining funds will be allocated by the Staff Development
Committee to either the general development portion or to new requests for staff development.

Requests for funding must fall into the activity categories of: Job Related, Career Development, Professional and Personal Growth. If there is a shortage of funds, the requests will be allocated in that order.

The Staff Development Committee does not oversee tuition waiver requests. Tuition waiver applies to all staff according to the union contracts. Requests for tuition are processed through the Human Resource Department.

E. Application and Evaluation Process

1. Obtain a Staff Development Application form from the M State Employee Portal approximately 2 weeks prior to the event, seminar, or conference. The application must detail the specific and related nature of the training. (attach agenda for seminars or conferences).
2. Approval of the application will be required from the employee’s supervisor or designee in writing. Please allow 2 business days.
3. The application then goes to the Staff Development Committee. Please allow 3 business days.
4. After review of the application by the committee, the employee and supervisor will be notified if application was approved and for what amount.
5. The Evaluation Form must be completed and returned to the Staff Development Committee within 7 working days after the completion of the activity. A copy will be maintained with the Staff Development records.

F. Reimbursement

1. Prior to registering for the conference/seminar, encumber funds using a purchase order or use college procurement card following accounting procedures. If using personal funds, a copy of the invoice must be attached to an Employee Business Expense Reimbursement form along with a copy of the approved application and completed evaluation form.
2. Register for the seminar/conference.
3. Reserve a state vehicle if traveling off-campus, if available.
4. Submit a copy of the seminar/conference completion certificate (if issued) to the Human Resources Office for your personnel file. Evaluation Form is returned to the Staff Development Committee.
Part 3. Responsibility

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

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

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

D. 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.

Part 4. References
MSCTC Policy 4020-1-01 Staff Development Policy
Staff Development Funding Application
Staff Development Activity Evaluation

Steward: Chief Human Resources Officer
Approval Date: September 26, 2008
Implementation Date: October 6, 2008
Revised Policy Format Only: July 31, 2012
Policy Revised: January, 2015
Policy Approved: February, 2015