



Professional Development Guidelines

Objective and Guidelines

Human Resources is committed to providing opportunities for employees to broaden their knowledge and skills, to keep current with changes in their profession, to network with other professionals, and to foster employee engagement and satisfaction. Professional development is the ongoing process of improving your career-related knowledge, skills, and competencies through various learning activities like training, courses and workshops to enhance job performance, stay current in your field, and achieve career growth. For clarity, community service and volunteering opportunities do not count as professional development under this definition.

Employee must obtain manager/supervisor approval for the following steps:

- Professional development opportunity occurs during the employee's regular working hours
- Professional development opportunity is related to the position currently being performed by employee
- Employee enters professional development request into ADP
- Hours of professional development do not contribute to the employee working overtime hours
- Employee must provide to the manager/supervisor proof of participation professional development

The manager and/or department head must approve the employee's request through ADP. Policies related to pay must be followed and overtime will not be granted for professional development, as it should occur during the regular work schedule. The

opportunities available for an employee to participate may vary based on title, responsibilities and duties, scope of authority, and business need.

Procedure

- All Full-Time Staff will be awarded 17 hours of Professional Development each calendar year. If applicable, travel time will be paid and should be included in the total hours requested.
- FT Staff should request Professional Development hours through the ADP Portal on the Home screen.
- Click *Request Time Off* and choose the *Professional Development* policy.
- Hours can be used towards position-applicable options listed in the Professional Development Directory below, or other position-applicable opportunities (e.g. certification programs, conferences, webinars, etc).
- Any unused hours will not rollover, and the policy will reset to 17 hours on January 1.
- **IMPORTANT NOTES FOR NON-EXEMPT STAFF:**
 - On the day of the professional development opportunity, non-exempt staff need to clock out just prior to the start of the opportunity (so as not to overlap with the time off entry). If the opportunity is at the start of the work day, they will not need to clock in as the time off entry will apply.
 - The Professional Development policy will pay non-exempt staff for the requested hours at their regular base rate of pay.
 - Non-exempt staff will need to clock back in at the conclusion of the opportunity if they are returning to work.
 - If non-exempt staff need to adjust their Professional Development policy request, please re-submit the request with a note.

Self-Directed Learning/E-Learning

During the regular work schedule, employees are encouraged to engage in self-directed

learning, such as webinars, self-paced learning modules, etc. Participation must have a direct relationship to the duties and responsibilities of the job.

[Professional Development Directory](#)

Conferences, Workshops and Seminars

For budgetary and operational purposes, departments may need to stagger employee attendance for conferences, workshops or seminars. Attendance must have a direct relationship to the duties and responsibilities of the job. Other local events may be attended at the discretion of the department.

Professional Certifications

Professional certification programs must be pre-approved by the department and the employee must be able to demonstrate that the designation and/or coursework is related to the job they currently perform or could reasonably perform in the future. Costs related to exam preparation materials, classes and exams may be provided by the department.

Membership in Professional Organizations

When applicable, employees may be permitted to join professional associations, and membership fees may be paid for by the department. The association must have a direct relationship to the employee's job.

Professional Magazine and Journal Subscriptions

When applicable, employees may be permitted to subscribe to professional publications paid for by the department. The publication must have a direct relationship to the employee's job. When possible, departments and employees should take advantage of free, online publications or provide a departmental subscription that can be shared among employees.

Certificate Programs

Specialized training in a particular discipline can be an invaluable tool for employees to become and remain experts in their field, as well as, important for departments to provide the best level of service possible. Participation must have a direct relationship to the duties and responsibilities of the job. Costs incurred for participation, travel, and ongoing continuing education to retain the certification may be paid for by the department.

Exceptions

On a case-by-case basis, Human Resources will handle exceptions and deviations from these guidelines. Human Resources reserves the right to change any provisions described herein at any time, with or without notice.

Please reach out to Human Resources with any questions (humanresources@sjcme.edu).