

## Century Community and Technical College

### 4.15.0.2 Staff and Leadership Development Policy

Century College is committed to being a premier learning community. The College is committed to a professional development program for its employees that addresses diverse education needs as a College priority and recognizes its importance to the mission, vision, goals, and objectives of the College by establishing a highly skilled and multi-talented workforce.

Our workforce is our greatest resource for fulfilling the vision of the College. The Staff Development Program will provide opportunities for growth, change, and continuous improvement for Administration, and AFSCME, Administrators, Commissioners Plan, MAPE, MMA and MNA.

Staff Development can best be accomplished through common purpose and mutual responsibility of the College and its employees. A dynamic, comprehensive workforce development program will support changing strategic priorities through periodic review and update. With a clear focus on employee success, the program will enhance the educational process by being responsive to diverse, evolving institutional and individual needs.

An effective Staff Development effort directs its resources and programs toward the accomplishment of the College's vision, and strategic plan. Century College is committed to providing resources to support the professional development plans of its employees. Supervisors are strongly encouraged to support and approve staff development opportunities that may be included in an employee's approved professional development plan and those development opportunities that clearly support the mission and goals of the college.

**Staff Development Definition:** Staff development at Century College is defined as employee-initiated learning activities offered at Century College or outside training programs geared towards meeting personal/professional and/or career goals. This includes the pursuit of additional formal education and preparation for promotion or career advancement.

#### **Reimbursement Procedures**

**Eligibility:** In order to be eligible for Staff Development funds the employee must be permanent/non probationary in one of the following bargaining units/plans:

- MnSCU Administrators
- AFSCME
- MAPE
- MMA
- MNA
- Commissioner's Plan

To access staff development funds, an employee must meet the following tasks/conditions:

1. Staff Development request and release time if the training is conducted during regular working hours must be approved by the employee's supervisor.
2. Complete the registration form found on the Staff Development web pages for classes, tuition reimbursement and conferences and submit the form to the Director of Staff Development for final approval or register online through the STARS (System Wide Training Registration System) for classes offered at Century College.
3. Send request form(s) to Director of Staff Development. If approved the employee will be notified by e-mail.
4. Upon completion of college class or conference the employee will be required to fill out SEMA4 Employee Expense Report Form (located on the "J" drive under Business Office Forms) attach a copy of evidence of completion, i.e. grade sheet, certificate, etc. and evidence of payment, i.e. receipt, etc. and submit to Director of Staff Development who will check for completeness and forward to Fiscal Services for payment.

#### College Courses

Check your collective bargaining agreement if you are eligible for a tuition waiver. The college also offers tuition reimbursement as per the College Policy and Procedure 4.15.0.2.1.

#### **References:**

Department of Employee Relations, Administrative Procedure 21  
Minnesota Association of Professional Employees, Article 6, Section 6, Employee Rights  
Middle Management Association, Article 22, Section 3, Supervisor Rights  
Commissioner's Plan, Chapter 8 Employee Development and Career Advancement  
Century Community and Technical College 4.15.0.2.1 Staff Tuition Assistance Policy

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