

Title of Procedures: Professional Development Program Procedures

Applies to (check all that apply):

Full-time PIN Faculty X Full-time PIN Staff X All Personnel
Division/Department College

Topic/Issue:

Revisions and update to previous staff development program requirements

Background to Issue/Rationale for Policy or Procedure:

(For procedures, cite appropriate approved College Policy addressed)

Professional Development Program Policy

State/Federal Regulations and Other Policies/Requirements (cite if applicable):

- ★ Memorandum of Understanding (MOU) between Baltimore City Community College and AFSCME Council 92/ AFSCME Local 1870: Article 15. Tuition - It is agreed that the current tuition waiver for employees and eligible dependents attending BCCC and the current tuition reimbursement policy for employees will continue for the duration of the MOU. Article 22. Section 3. Staff Development - Each employee shall complete 40 hours of professional development per fiscal year. Tuition remission will be maintained in accordance with the reciprocal agreement governed by the University of Maryland System Board of Regents policy. Details regarding release time are outlined in Section H of the policy procedures.

Proposed Procedures:

- A. Required professional development.** The 40 hours of professional development shall be accomplished between July 1 and June 30.
- B. Registration.** Registration requests should be emailed to the Professional Development Coordinator or designee. To indicate management approval, all requests must be copied to the registrant's immediate supervisor. Upon receipt of approved request, an email confirmation will be forwarded.
- C. Sanctions for Non-compliance** – Failure to meet the required hours and/or the training plan recommended by the supervisor will be reflected in the employee's evaluation.
- D. Sanctions for No-shows and Cancellations to BCCC sponsored workshops** – No shows and cancellations on the day of a scheduled workshop can be costly to the college. Reasonable care should be made to register for classes at times that will not disrupt office operations. Whenever possible, supervisors should not cancel registrations unless absolutely necessary and should make every effort to give advance notice. Cancellations and/or no-shows will be reported to the respective Vice Presidents on a monthly basis.
- E. Documentation of Training** - Managers shall develop individual learning plans in conjunction with the evaluation process to address areas for improvement. The learning plan will outline specific job skills and training requirements. Progress towards completion of the required training should be documented by the employee and reviewed periodically by the supervisor. Documentation of professional development hours will be monitored by Human Resources. To receive credit for self-directed and external activities, employees must submit documentation to the Professional Development office.
- F. College Credit** – Pre-approved college courses shall be calculated at 15 professional development hours for every 1 college credit
- G. Forms of Professional Development** - BCCC encourages professional development in a variety of ways to improve job-related knowledge and enhance career and personal growth. Forms of professional development opportunities include but are not limited to:
 - 1) BCCC sponsored workshops and seminars
 - 2) Credit and non-credit coursework
 - 3) External conferences, seminars and forums

- 4) On-line training
- 5) Affinity group meetings
- 6) Standardized peer reviews such as Quality Matters
- 7) Involvement in development and/or improvement process sessions such as strategic and operational planning sessions
- 8) Train-the-trainer sessions
- 9) Attendance and/or participation on panel discussions
- 10) Workshop facilitation
- 11) Participation in formal study and research

H. Release Time for BCCC Workshops and Programs – As detailed in the MOU, the College encourages and supports its employees' pursuit of educational opportunities by authorizing release time for employees who participate in the workshops and programs sponsored by the Professional Development office and/or various BCCC departments and divisions that are scheduled during the normal workday. This does not apply to external opportunities such as credit and non-credit coursework. Release time may be granted under the following conditions:

- 1) Release for all professional development activities must be pre-approved by the employee's immediate supervisor
- 2) The college or the State Department of Personnel offers the program
- 3) The program does not affect employees in a discriminatory manner.
- 4) Employee's absence does not unreasonably disrupt the normal operations of the college or office in which employee works.
- 5) An equivalent program is not available during the employee's non-working hours.
- 6) The program is job-related or career enhancing.

I. Supervisor's Commitment - Supervisors and managers are responsible for cooperating and providing employees with opportunities to develop and enhance skills for their current position and to provide guidance and appropriate opportunities for career development.

Implementation Date: **July 1, 2007**

Originator/Division: **Human Resources- Professional Development Office**