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| Policy Title Support Staff Professional Development | Original Adoption Date 04/18/2011 | Policy Number HR-413 | | | | | | |
| Responsible College Division/Department Human Resources | Responsible College Manager Title Chief of Human Resources & Talent Development | | | | | | | |
| Policy Statement | | | | | | | | |
| <p>Professional Development</p> <p>Professional Development allows individuals to access opportunities in lifelong learning, maintain and improve professional competence, enhance career progression, keep abreast of new technology and practice, and comply with professional regulatory organizations, if applicable.</p> <p>Professional development is a broad term not strictly limited to career-related enrichment but also encompasses LTC’s strategic goals. This includes improving self-awareness, improving self-knowledge, developing strengths or talents and helping to develop the potential in others.</p> <p>The professional development activities shall occur during your normally scheduled hours (if possible) and department coverage still needs to be maintained (follow the College Guidelines for reimbursement for travel expense). Regarding reimbursement, refer to “Compensation Policy for Travel Time & Training Programs”.</p> <p>Please refer to chart below to determine your requirement for professional development:</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 60%;">F.T. Prof. Dev. Hrs. (1560 to 2080 hours)</td> <td style="width: 40%; text-align: center;">24 hours</td> </tr> <tr> <td>P.T. Prof. Dev. Hrs. (1200 to 1559 hours)</td> <td style="text-align: center;">12 hours</td> </tr> <tr> <td>P.T. Prof. Dev. Hrs. (Less than 1200 hours)</td> <td style="text-align: center;">6 hours</td> </tr> </table> | | | F.T. Prof. Dev. Hrs. (1560 to 2080 hours) | 24 hours | P.T. Prof. Dev. Hrs. (1200 to 1559 hours) | 12 hours | P.T. Prof. Dev. Hrs. (Less than 1200 hours) | 6 hours |
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| Reason for Policy | | | | | | | | |
| The Support Staff Professional Development Policy recognizes LTC’s strong commitment to continuous learning by providing staff with opportunities for professional growth. | | | | | | | | |
| Historical Data, Cross References and Legal Review | | | | | | | | |
| Reviewed/Revised: 1/22/13; 4/30/15; 8/29/17 | | | | | | | | |
| Legal Counsel Review and Approval: N/A | | | | | | | | |
| Board Policy: III.B. People Treatment | | | | | | | | |
| Definitions | | | | | | | | |