



Century College Policy

4.15.0.2 Staff and Leadership Development Policy

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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 Administrators and all staff bargaining units.

Professional development can best be accomplished through common purpose, alignment with strategic initiatives 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 staff bargaining units/plans:

To access staff development funds, an employee will complete the following procedure:

1. Complete the Staff Development Request form found on the MyCentury Employee Development site for classes, workshops and conferences and submit to the supervisor for approval. Once the release time is approved, send the form to Human Resources.

If the course is offered through the State of Minnesota, register on the Enterprise Learning Mgmt (ELM) site in Employee Self-Service. If the course requires payment, the system will send an email to the supervisor for approval. Send the in-house Request form(s) to HR. If approved the employee will be notified by e-mail.

2. If possible, the course/workshop conference can be paid for directly, by Staff Development funds, or upon completion of college class or conference the employee will be required to fill out SEMA4 Employee Expense Report Form (located on the "MyCentury under HR - Forms and Resources) attach a copy of evidence of completion, i.e. grade sheet, certificate, etc. and evidence of payment, i.e. receipt, etc. and submit to HR 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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