

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EMPLOYEE DEVELOPMENT	Procedure Number:	3-4-101.1 ATC
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-4-101		

Approved:



President



Chief Human Resources Officer

Date

Adopted: 08/02/2010

Date

Revised: 06/17/2024

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Employee development is essential to accomplishing the College's mission and values. Through the Employee Development Program, the College demonstrates its commitment to enhancing and improving faculty, staff, and administrator performance.

Development is the responsibility of all employees of the College. The executive leadership of the College is responsible for defining and communicating College strategic priorities annually. The employees in supervisory roles are responsible for communicating expectations for development, supporting the College's strategic priorities, and requiring mandated training. All employees are responsible for staying abreast of changing requirements within their profession and the College.

The College considers continued growth and development a matter of high regard, and therefore, professional development is a part of every faculty and staff member's annual performance management system.

### **Participation Criteria:**

Professional development is defined as an activity that results in an increase in knowledge and/or skills in an employee's subject area or professional job duties or as career advancement. The following are the requirements for development activities:

- Approval from immediate supervisor in advance of an activity involving time away from normal duties and responsibilities
- Approval from the appropriate cost center administrator(s) for participation in an activity requiring expenditure of funds
- Completed and signed forms/paperwork

### **Assigned Responsibilities:**

#### **Individual Employees**

Each employee, as a part of their professional role, is responsible for their professional growth and development. The College provides support within the guidelines prescribed in the policy and procedure for professional development and within budget limitations. In addition, employees are responsible for completing any necessary forms required for approval and reporting all development activities through their supervisor to the Human Resources Office.

#### **Human Resources Office**

The Human Resources Office is responsible for (1) developing and managing professional development programs for employees; (2) communicating College faculty and staff development priorities, available programs, and policies and procedures; (3) developing a system for gathering and reporting the development activities of the College community; and (4) ensuring that all participation in development activities abides by State and local rules and regulations.

#### **Supervisory Personnel**

As part of the College's planning process, the president, vice presidents, deans, and department chairs determine the professional development needs with those persons reporting within their area and develop plans for professional development based on the priorities of the College, division/department priorities, institutional effectiveness evaluations/assessments, and individual needs. In addition, supervisors make decisions concerning professional development eligibility based on the criteria stated within this procedure.

#### **Chief Academic Officer**

The office of the Chief Academic Officer is responsible for developing and managing faculty professional development programs.

#### **Professional Development Committee (PDC)**

The professional development committee is established annually and will operate under the general guidance and report to the Vice President of Human Resources. The committee serves as the College's reviewing body for College-wide professional development activities sponsored

by the Human Resources Office. The professional development committee will serve as the body for the review of tuition assistance requests.

#### Committee Composition:

The PDC will be composed of nine voting members serving for a two-year period. To ensure continuity, half the membership will be replaced each year. Members will both be appointed by and represent the divisions listed below:

<u>Organization</u>	<u>Members</u>
Academic Affairs Division	4
Administrative Services Division	2
Enrollment Management and Student Affairs Division	2
Human Resources Division	1

The committee will also include two non-voting Ex-officio Members: the Vice President of Human Resources or Designee and the ATC Foundation Director.

#### **Funding**

Professional development funding is based on the availability of budgeted funds and priorities relating to College, division, department, or individual plans. The College's operating budget and limited support from the College Foundation provide an allocation for professional development activities. The amount available may vary depending on annual revenue and expenses. Funding provided by the College Foundation or external grants will be administered in accordance with the objectives of the grantor. All requests must be made in advance of the activity using approved forms and with appropriate approvals. Requests for professional development are not guaranteed funding or approval.

#### **Specific Activity Requirements**

##### Credit Courses Not Required

All employees in a full-time equivalent (FTE) position with at least twelve (12) months of State service who work at least thirty (30) hours per week may take up to six (6) credit hours per academic term with tuition and fees waived at Aiken Technical College. Each course must have sufficient registrants to make without considering employee participation. An employee development form must be approved by all supervisors and signed by the Human Resources Office before registering. Employees who do not successfully complete the credit course(s) will not receive waived tuition for the same course(s) again. Books shall be the responsibility of the employee. Credit courses not required are to be taken outside of scheduled work hours unless suitable arrangements are made with the employee's supervisor and dean or administrator at the next higher level to make up the time missed at work or to use annual leave.

Tuition assistance may be approved for employees in an FTE position with at least twelve (12) months of State service who attend any accredited institutions of higher learning within South Carolina and for employees who take online courses from accredited institutions of higher learning. Full-time employees in temporary grant positions may receive tuition assistance at the discretion of the College if funds are available in the grant. Tuition assistance may be provided for up to six (6) credit hours per academic term per employee. Total assistance may not exceed \$500.00 per employee per academic term, nor exceed the actual cost of tuition.

Books and any fees other than tuition and laboratory fees shall be the responsibility of the employee. Credit courses not required are to be taken outside of scheduled work hours unless suitable arrangements are made with the employee's supervisor and dean or administrator at the next higher level to make up the time missed at work or to use annual leave. Evidence of successful completion of coursework (grade of C for undergraduate courses and B for graduate courses) must be submitted with approved forms within 30 days of course completion to the Human Resources Office in order for the employee to be reimbursed for tuition costs. Assistance is available to employees receiving allowances from another source, including the G.I. Bill, scholarships, grant-in-aid, etc. but only to the extent of tuition still owed after applying said other sources. Under no circumstance may the awarding of tuition assistance result in the employee being owed a credit or refund from the College.

#### Non-Credit Courses Not Required

All employees in an FTE position (working at least 30 hours per week) may take an unlimited number of non-credit courses tuition free at the College on a space-available basis. Each course must have sufficient registrants to make without considering employee participation. Non-credit courses not required are to be taken outside of scheduled work hours, and the employee must pay all other costs. An approved employee development form must be approved by all supervisors and signed by the Human Resources Office in advance of the activity to ensure that participation in the course abides by State and local rules and regulations.