Aiken Technical College

Procedure

<table>
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<tr>
<th>Procedure Title:</th>
<th>EMPLOYEE DEVELOPMENT</th>
<th>Procedure Number:</th>
<th>3-4-101.1 ATC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Authority:</td>
<td>Chief Human Resources Officer</td>
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<tr>
<td>Associated SBTCE Policy/Procedure:</td>
<td>8-10-100; 8-10-100.1</td>
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<td>Governing ATC Policy:</td>
<td>3-4-101</td>
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Approved: [Signature]
President
Chief Human Resources Officer

Date Adopted: 08/02/2010
Date Revised: 02/01/2019

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 the accomplishment of the College's mission and values, and 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 has the responsibility to define and communicate College strategic priorities on an annual basis. The employees in supervisory roles have the responsibility to communicate expectations for development, to support the College’s strategic priorities, and to require mandated training. All employees have the responsibility to stay abreast of changing requirements within their profession and within 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’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 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 individual employee, as a part of his/her professional role, is responsible for his/her 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 Human Resources Director. 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:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Members</th>
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<tbody>
<tr>
<td>Academic and Student Affairs</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Services Division</td>
<td>2</td>
</tr>
<tr>
<td>Institutional Effectiveness and Accreditation</td>
<td>2</td>
</tr>
<tr>
<td>Office of the President</td>
<td>1</td>
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</table>

The committee will also include two non-voting Ex-officio Members: the Human
Resources Director 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,
along with limited support from the College Foundation, provides 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 guarantee of 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 6 credit hours per academic
term with tuition 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 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.

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 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 course work (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. The 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.