

CPTC Procedure: Staff Development

Purpose

It is the policy of the Technical College System of Georgia (TCSG) to provide staff development opportunities to its employees.

Related Authority

State Board Policy: 6.6.1 Student Tuition and Fees

State Board Policy: 4.9.5 Staff Development

Applicability

All work units associated with Coastal Pines Technical College.

Definitions

Specialized Study is the enrollment of an employee in a technical college credit course at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area/discipline that is directly related to the position an employee has been selected to assume (e.g., through a promotion, reassignment, etc.).

Technical Study is the enrollment of an employee in a technical program at a TCSG institution for the purpose of improving knowledge, skills, or abilities in a specific functional area that is directly related to the position, which the employee currently holds, or a functional area/discipline in which there are promotional opportunities with the System Office or Technical College.

In-Service Training Programs are those programs, workshops, and conferences, etc., which are deemed beneficial for the System Office, a Technical College, or an employee.

Georgia Leadership Institute Programs are training courses offered by the Carl Vinson Institute of Government in conjunction with the State Personnel Administration.

Procedure

The President of Coastal Pines Technical College (CPTC) shall direct the coordination of all staff development activities for employees of CPTC.

Approval of the Commissioner shall be required for any exceptions to this procedure which involve the expenditure of State funds or any request to permit an employee to participate in a specialized or technical course of study during established work hours.

Participation in staff development requires prior approval of the employee's immediate supervisor and the appropriate CPTC Vice President or, as applicable, System Office Assistant Commissioner or Deputy Commissioner.

Each employee shall successfully complete staff development activities included in their annual staff development plans. This includes full-time employee mandatory staff development training sessions held locally by Coastal Pines Technical College. Failure to attend the training may result in leave without pay for the employee. Records containing the individual needs

assessment and staff development plan shall be retained in the College's files. Succeeding annual personnel evaluations shall be used to determine if the staff development plan of the preceding year was successfully completed. All full-time employees shall complete Annual Staff Development Plans for the preceding year. Immediate supervisors and Division Vice Presidents/Executive Directors shall approve employees' Annual Staff Development Plans. Completed Annual Staff Development Plans shall be submitted to the Human Resources Department by June 30 of each year.

Staff development plans for newly employed instructors should focus on developing teaching competencies. Plans for experienced instructors should focus on occupational updating and instructional improvement. Plans for administrative, support staff, and supervisory personnel should focus on professional development and improved job competencies. Annual Staff Development Plan forms are available on the College's intranet.

Employee eligibility for participation in individual training and development programs will be determined based on the following criteria:

Specialized Study

1. An employee must have at least one (1) year of continuous employment with the TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
2. Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave, or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
3. Tuition, matriculation, or enrollment fees may be waived for an employee approved for a course or courses under this Technical Study program.

Technical Study

1. An employee must have at least one (1) year of continuous employment with TCSG, must have completed orientation and familiarization for the position currently held and be employed in a full-time salaried position.
2. Participation may be for one course or for a program leading to a certificate or diploma. Participation in this program must be after working hours or when an employee is on an approved leave of absence without pay or when using annual leave, personal leave or, as applicable, Fair Labor Standards Act (FLSA) Compensatory Time.
3. The number of participants in a functional area/discipline in which there are promotional opportunities may be limited by TCSG's needs.
4. Tuition, matriculation, or enrollment fees may be waived for an employee approved for a program of technical study under this program.
5. To the extent, this procedure is inconsistent with the policy and procedures governing Tuition Remission and Reimbursement, the latter shall control.

In-Service Programs

1. An employee must have completed orientation and familiarization for the position currently held and may be employed in either a full or part-time position with the System Office or a Technical College.
2. Participation in individual programs shall be in accordance with eligibility criteria established for the program and shall be considered an official part of the employee's job and, therefore, "hours worked".
3. Payment or reimbursement of fees or other expenses shall be consistent with those provided for participation in specialized study programs.
4. A participating employee may be reimbursed for routine workshop or conferences fees consistent with established Statewide Travel Regulations.

Georgia Leadership Institute Training Programs

1. An employee must have completed orientation and familiarization for the position currently held and must be employed in a full-time salaried position.
2. Programs in which an employee may participate must be job-related and employee must obtain written approval from their immediate supervisor and the appropriate Technical College Vice President or, as applicable, System Office Assistant Commissioner or Deputy Commissioner.
3. Registration for these courses shall be completed consistent with the guidelines established by the Georgia Leadership Institute.
4. Participation in Georgia Leadership Institute training courses shall be considered an official part of the employee's job and, therefore, "hours worked".
5. Training Calendars shall be provided to managers and employees to view and plan for their employees' staff development needs.
6. An employee approved for participation in training courses offered by the Georgia Leadership Institute shall have all registration fees paid by the respective Technical College or System Office. Applicable registration fees shall be processed in accordance with CPTC Procedure: Purchasing.
7. Reimbursement for travel to and from the training site location shall be delivered consistent with established Statewide Travel Regulations.

Special Training Requirements

1. Participation in required training for the operation of equipment or for performance of specific functions that are a principal part of the employee's assigned duties is considered an official part of the employee's job and, therefore, "hours worked".
2. Purchase of training for this purpose must be in accordance with established procedures. Payments for an employee to obtain college credit for such training or for

purchase of equipment or textbooks, which become the personal property of the employee, are not authorized.

3. An employee in a time-limited project may, under the above criteria, be considered for participation in staff development programs provided such participation is authorized and funded as a part of the project.
4. An employee in a temporary or part-time status shall not generally be eligible for participation in staff development programs other than for orientation or familiarization for the position in which employed or, as applicable, in-service training programs.
5. An employee receiving financial assistance from another public sector employer for participation in a staff development program shall not be eligible to receive financial assistance under this program.
6. Participation in all staff development programs shall be equitably scheduled among employees desiring to participate with consideration given to the following:
 - a. Availability of funds;
 - b. Availability of training;
 - c. Length of absence from work and workload requirements within the employee's work unit;
 - d. Relationship of the training to the employee's position or to a position to which the employee has been scheduled to assume.
 - e. The needs and best interest of TCSG and/or CPTC.
 - f. Potential for the employee's continued employment.
7. Absences for participation in staff development programs and for other educational purposes are as follows:
 - a. Annual leave may be used for educational purposes on the same basis as for other personal absences. Supervisors must assure that reoccurring absences for educational purposes do not impose a hardship on the Technical College/System Office or other employees.
 - b. An employee absent because of participation in staff development or other educational programs other than when such participation is defined as an official part of the employee's job must be charged leave for the total absence. As an alternative to the use of paid leave in these circumstances, a work schedule adjustment may be authorized provided the employee works or remains in pay status for the required forty (40) hours per work week/established work period.
 - c. Leave without pay will not normally be authorized for participation in staff development or personal educational programs.

Procedure for Requesting Approval to Pursue an Advanced Degree

Faculty/staff wishing to receive a reimbursement from the CPTC Foundation for obtaining an advanced degree must receive prior approval from the CPTC President prior to beginning a program of study using the procedure outlined below. The reimbursement amount is limited each calendar year per employee.

Only degrees awarded by a regionally or nationally accredited college will be considered.

The following steps are to be followed:

1. The faculty/staff member will consult with his/her immediate supervisor and Division Vice President/Executive Director prior to beginning an advanced degree program of study to determine the appropriateness of the degree.
2. The faculty/staff member will submit the Request for Approval of an Advanced Degree to his/her immediate supervisor for consideration.
3. The immediate supervisor will consider the Request and 1) approve or deny the request and 2) forward to the Vice President of Institutional Effectiveness to review the program of study relative accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges.
4. The Vice President of Institutional Effectiveness will return the Request to the immediate supervisor who will forward to the Division Vice President/Executive Director.
5. The Division Vice President/Executive Director will consider the Request and will 1) approve or deny the request and 2) forward to the President for final consideration.
6. The President will approve or deny the Request.
7. The Division Vice President/Executive Director will notify the faculty/staff member of the President's decision.
8. The completed copy of the Request will be forwarded to the Vice President for Administrative Services or designee and will be placed in the faculty/staff member's personnel file. If seeking Foundation reimbursement, a copy will also need to be forwarded to the Director of Institutional Advancement along with the Request for Reimbursement form. The form is located on the Intranet under Forms/IA/Applications for Foundation Advanced Degree and Training Scholarship. The Request for Approval of an Advanced Degree will indicate the approved college, the approved degree AND submission of appropriate documents verifying completion of the degree.
9. Upon completion of the degree, the faculty/staff member will provide the Human Resources department with an original copy of the college transcript denoting completion of the approved degree. If seeking Foundation reimbursement, a copy of the college transcript, certificate of award, or other documentation to verify course completion, licensure or certification, will also need to be provided to the Director of Institutional Advancement

Responsibility

The Vice President of Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: February 27, 2014

Revised: November 15, 2021