CDU Policy I.E.00610 Professional Development

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00610, dated September 1, 2004

POLICY I.E.00610 Professional Development

REFERENCES AND RELATED POLICIES

CDU-APM I.E.0680 (Leave of Absence)

A. UNPAID EDUCATIONAL LEAVE

Charles R. Drew supports both career-related and job-related professional development activities. The purpose of the leave is to assist employees in furthering their career and educational goals. Employees may be permitted to attend University classes if they meet certain eligibility requirements and have the authorization of their supervisor. This management approved benefit is a privilege not a right.

It is expected that employees and supervisors meet at mutually agreeable intervals to discuss professional development issues. Department heads may support an employee's request to participate in a development program by approving flexible or alternate work schedules, leave without pay, or full or part payment of fees and expenses provided that:

1. the employee has completed the probationary period, if required, and
2. the employee's performance is satisfactory or better.

B. REQUIRED PROGRAM ATTENDANCE

When a department head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel, and per diem, shall be paid by the department.

Continuing education courses for the maintenance of State licenses which are a requirement for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.
C. ELIGIBILITY

Full-time employees who have been employed for 180 continuous days may be eligible, subject to management approval. Four (4) hours per workweek to do course work that applies to the employee’s job at the University.

PROCEDURE LE00610 Professional Development

Professional Development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meetings; and participation in professional and technical associations.

A. NOTICE

To propose a professional development leave, the employee and his or her supervisor develop a mutually agreed-upon, written plan describing the proposed activity. A statement, acceptable to the University, from the employee indicating:

1. the reason for the leave,
2. the relationship of the proposed class to the employee’s position with the University,
3. the date the leave will commence is required prior to the start of the leave,
4. how the activity may assist the employee's transition into future CDU career-related positions,
5. the quality of the particular training activity, as compared to similar activities available to the employee, and/or an assessment of the reputation and reliability of the institution, organization, or other sponsor who will provide this activity,
6. the relation of the activity to the department’s mission and goals,
7. a statement on the relative importance of this activity to the overall needs of the department and available resources, and
8. the impact, if any, on employee workload and other employees in the department.

In approving Professional Development activities, the department head considers scheduling, staffing, budget, and other related considerations.

The employee must provide at least 30 days advance notice to their supervisor or Department Manager of the desire for leave.

B. APPROVAL

Approval of time off for educational leave will be solely at the University’s discretion and will be based on the University’s business needs, workload and staffing requirements during the requested time period.

It is anticipated that time off for educational leave will be on an intermittent basis for a limited amount of time, and that return to work will not be an issue.
C. **BENEFITS AND ACCRUED TIME**

Employees may use accrued vacation time to cover absences or take time off without pay. Employees will continue to accrue time off and benefits will continue as long as they are working the minimum required hours to qualify under the University’s policies for such benefits.

D. **GUIDELINES FOR GRANTING LEAVE**

The amount of leave to be granted depends upon the specific requirements within the individual professional development plan.

For example, exempt employees may be granted 10 workdays of approved paid release time annually, and non-exempt employees may be granted 80 hours of approved paid release time annually.

E. **DOCUMENTATION**

A copy of the approved development plan is placed in the employee's personnel file.

Applicability: All Staff Members