

Procedure 4.9.5p. (III.U.8.a) OFTC Staff Development

Procedure

OFTC encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.

Based upon an individual's self-assessment and annual performance evaluation, employee and supervisor may identify future training goals and objectives. At the end of the evaluation period, the supervisor will complete the OFTC Staff Development Summary form, which includes activities completed during the year. Staff development activities will be developed based on priority of need as determined by the individual and the supervisor. In order to accomplish this, the following process will be followed:

1. Study the staff development procedure.
2. Review the self-evaluation (based upon your job description) for any identified areas of professional improvement.
3. Review your annual performance evaluation for identified areas of growth and/or suggestions for improvement.

SCHEDULING ACTIVITIES:

Staff development activities may be scheduled at any time with approval of the supervisor. Activities for teaching faculty will normally be scheduled outside of class time and around registration responsibilities. Activities for administrative and support personnel will be scheduled around work responsibilities. The supervisor or TCSG may require some activities and may assist with the scheduling of these activities.

HOURS REQUIRED:

All employees are encouraged to develop themselves as fully as possible; therefore, some staff development activity may far exceed the minimum hours required. The supervisor and the employee will determine the number of hours appropriate for an individual's performance. Minimum hours required for faculty are 30 hours, and administrative employees are required to complete 15 hours. Additional hours may be required for program accreditation levels. It is the employee's responsibility to ensure that all required hours are met each fiscal year.

Employee	Required Hours
Faculty	30
Staff	15

EXPENSES:

All expected expenses (travel, registration fee, etc.) must be estimated and indicated on the Personal Leave Report. Each amount requested should include justification. Reimbursement for expenses will depend upon the availability of funds and the nature of the activity. In all instances, employees should obtain authorization for staff development activities prior to obligating themselves for any related expenses. Non-approved expenses will not be reimbursed.

COMPLETION OF ACTIVITIES:

Staff development activities should be completed between June 1st of current year and May 31st of the following year. As staff development activities are completed, a Report of Staff Development Activity form should be submitted to your supervisor. Each supervisor shall evaluate whether activities have been successfully completed and will summarize staff development activities on the OFTC Staff Development Summary. Review of activities and agreed upon future professional development needs will be discussed during the employee's annual performance evaluation in May/June of each year. Continued employment at Oconee Fall Line Technical College may be contingent upon satisfactory completion of professional development.

RECORDS:

Records containing the individual needs assessment and activity reports shall be retained in the supervisor's management file and a copy shall be provided to the employee. A copy of the completed OFTC Staff Development Summary shall be attached to the employee's evaluation summary at the end of the evaluation period.

Attachments:

OFTC Staff Development Summary
 Personal Leave Report
 Report of Staff Development Activity

Adopted: July 1, 2016

Reviewed: March 23, 2017; March 21, 2018; February 25, 2019

Revised:

