

**3354:2-20-56 Employee Development**

<u>CONTINUING Admin. &amp; S/P</u>	<u>TEMPORARY Admin. &amp; S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
x <u>Full-time</u>	x <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
x <u>Partial-year</u>	x <u>Partial year</u>		<u>Part-time</u>
x <u>Part-time</u>	x <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	<u>Full-time</u>		
x <u>Partial-year</u>	<u>Partial-year</u>		
x <u>Part-time</u>	<u>Part-time</u>		

**(A) Types of Employee Development Programs****(1) In-service Training**

- (a) Mandatory training initiated, sponsored and paid for by the college to provide employees with specific knowledge and skills directly related to enhancing job performance.

**(2) Knowledge and Skills Enhancement Training**

- (a) External programs (not specific to, or limited to, college employees) such as seminars and workshops, approved by the supervisor of record and attended voluntarily by an employee for the purpose of enhancing job performance.

**(B) Conditions Governing Employee Development Programs**

- (1) Training shall normally occur during regular working hours. When it is mandated that the employee attend when not regularly scheduled to work, staff employees will be compensated in accordance with the overtime provisions of Policy 3354:2-20-36, Overtime/Comp Time.

- (2) All expenses attendant to either form of training noted above will be the responsibility of the college. All materials and equipment related to the program will remain the property of the college.

Replaces: 12/7/00  
Effective: 12/07/2000

CERTIFIED ELECTRONICALLY

---

Certification

03/13/2015

---

Date

Promulgated Under: 111.15  
Statutory Authority: 3354  
Rule Amplifies: 3354  
Prior Effective Dates: 12/7/00