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Next Review 3/4/2024

Owner Emily Weinacker  
Area 2.0 Human Resources

## Employee Training and Development, 2.05

### OPERATIONAL POLICY STATEMENT

The College will engage in planned efforts to help employees maintain required job-related knowledge, skills, abilities, and behaviors through a combination of methods designed to enhance instruction, institutional effectiveness and the overall culture of the College. Planned efforts for eligible employees may include on-the-job training, in-house classroom or e-learning opportunities, external activities, and Yavapai College tuition waiver benefits. Participation in assigned and/or appropriate training and development activities, and the application of learning, is the responsibility of each employee. Supervisors are responsible for providing appropriate resources and support.

### PROCEDURE

External Activities, Regular Full-Time and Regular Part-Time Employees

1. Staff:
  - a. Based on available funding, departments will budget annually for external training and development activities on technical subjects specific to a particular discipline, which may include travel to and participation in professional conferences and workshops, membership in professional organizations, and other activities required for the employee's continued employment (i.e. required for certification or licensing) or for the College's continued successful operation.
  - b. During the fiscal year employees will submit requests for external training and development activities to their supervisor, who will obtain approval from the applicable Dean/Director.
2. Faculty: Reference Operational Policy 2.38, Professional Growth Funds for Full-Time Faculty

# OPERATIONAL POLICY HISTORY

Formerly Policy 2.2.5, Adopted 10/1/2009

Revised 7/1/2012

Renumbered to Policy 2.05 in 10/2014

Revised to "Operational" Policy 3/5/2021

Transferred to PolicyStat 12/1/2021

## Approval Signatures

Step Description

Approver

Date

RETIRED