

INSTITUTIONAL DIRECTIVE 7-4

July 16, 2007

Title: Workshop and Professional Activities Program

I. Purpose

This directive tells how to apply for funds to attend external workshops or continuing education courses, to hire consultants, and to support professional organizational memberships

II. Policy

It is the policy of Piedmont Technical College to assist staff members to acquire competencies required by their presently held positions.

III. Philosophy

While the acquisition of required job competencies is ordinarily pursued through the Inservice Development Program or by taking courses under the Credit Courses Program, it is obvious that not all competencies can be attained via these avenues. Furthermore, it is beneficial for the college to regularly seek new information and techniques and institutionalize such material, thereby expanding its capacity for inservice training. Professional Development Funds support participation in a limited number of specifically targeted external workshops and continuing education classes. A restricted number of professional organization memberships will also be supported if they are of significant value to the college. Consultants, too, may be invited on campus to conduct specific workshops when it is beneficial to do so. Approval of projects is contingent upon availability of funds.

IV. Authorized Activities

- A. Workshops, seminars, and conferences are short instructional experiences that include practice (ranging from one day to two weeks) such as are sponsored by educational institutions or other reputable agencies may be funded through the appropriate President/Vice Presidents' Office.
- B. Continuing Education courses often provide the necessary content to give employees needed competencies, particularly in the computer area. An employee seeking such training must obtain the approval of his/her supervisor and appropriate Vice President. The policy for approving such courses and make-up work time is as follows:
 - 1. If an employee needs the training to improve noted deficiencies in his/her performance they are to do it on their time. If the course is only offered during work hours, the time must be made up.
 - 2. If an employee is taking the training because they want to move into a higher/better paying job within the college, they need to do it on their own time. If the course is only offered during work hours, the time must be made up.

Office of Responsibility: President

3. If an employee is required to do the training because the college changed the job specs/performance requirements of the job (as is often the case with the computer training) then the college should give them the time. However, if the course is only offered at night, they will not receive compensatory time.
 4. If an employee is employed for a job for which they do not have all the qualifications, then they should do the training on their own time, and if only available during work hours, the time must be made up.
- C. Professional Organization Membership means official, paid affiliation with professional organizations that support enrichment in the individual staff member's area of expertise or in relation to the individual's position. Professional Development Funds only memberships that are of specific or unique value to the institution and that will be identified as approved institutional memberships or approved personal memberships. Reimbursement for personal memberships will be limited to \$35 annually. This amount is subject to change.
 - D. Consultants may be invited to campus to present new information, to assist in specific problems, or to demonstrate specific techniques. Requests for funding to support a consultant visit can be made by any staff member through the Division Deans or Institutional Officers. All contracts for a consultant must be reviewed by the Senior Vice President prior to the consultant being engaged.
 - E. Any member of the faculty or staff who wishes to initiate an application must meet with his/her supervisor to discuss the need for and the nature of the training or activity proposed. The supervisor will assist the employee to conceptualize objectives and identify a selection of potential activities to achieve those objectives..

V. Procedures

- A. Employee meets with supervisor to initiate request for funds
- B. Supervisor initiates request through the appropriate President/Vice President for approval.
- C. The President/Vice Presidents each have a limited budget to expend on professional activities and will approve requests at their discretion.
- D. Request for payment for registration or associated fees will be processed through the Accounting Office following college policies and procedures.
- E. The Accounting Office will notify the applicant that the check for registration fees, membership dues, or travel reimbursement has been processed.
- F. Applicant who has had professional organization membership funded may be asked to submit annual report detailing organizational activities and benefits to the college resulting from that membership.
- G. Each Institutional Officer will maintain a list of activities that have been funded through this fund.

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