PROFESSIONAL DEVELOPMENT	
Policy Number: HR-200	**Responsible Department: Human Resources**
Effective Date: 02/04/2013	**Last Revision Date: 09/22/2016**

PURPOSE:

To provide guidelines for the provision of professional development opportunities for CWI employees.

SCOPE:

Applies to all CWI Non-Temporary Employees.

DEFINITIONS:

Religious Organizations: Entities which (i) are organized for a religious purpose; (ii) are engaged in activities consistent with and in furtherance of such a purpose; and (iii) hold themselves out to the public as a religious organization. Entities that have religious affiliation, but that are organized for a primary purpose other than religion (hospitals or educational institutions) are not considered religious organizations for the purposes of meeting professional development criteria.

Eligible Employees: Employees of CWI that are not (i) Temporary; (ii) Work Study students.

POLICY

CWI is committed to professional growth and development for eligible employees. Through the annual budget process, CWI shall allocate resources specifically for professional growth and development. Use of these funds must be related to the employee's professional growth objectives and be approved by their direct supervisor in advance.

GUIDELINES

All eligible employees should work with their supervisor as part of the annual evaluation process to establish professional goals and the means by which to achieve them. This interactive process encourages communication between employees and supervisors concerning the intent and goals of professional development, as well as encouraging more flexible and creative exploration of the most effective professional development possible. Participation in professional development activities should have a positive impact on individual performance, student success, or institutional stability.

STAFF/NON-FACULTY

Expenses associated with approved professional development including registration fees, travel, salary, and associated expenses will be funded 100% by the employee's department.

FACULTY

Supervisors will review each professional development request against established criteria and available budget. Those requests that receive priority based on that criteria will be covered 100% by the faculty member's department. Faculty who do not receive approval for 100% funding may re-submit their request for partial funding if there is budget available.

APPROPRIATE USE OF PROFESSIONAL DEVELOPMENT FUNDS

Professional growth and development funds may be used for, but are not limited to, the following:

- Payment for the cost of attendance at conferences, seminars, and workshops
- Subscriptions to educational periodicals
- Computer software and hardware for professional and/or instructional use (all software purchased must be licensed to the professional employee and will not be connected directly to CWI)
- Educational materials related to classroom instruction and/or activities
- Payment of tuition, fees, and books for academic credit, as follows:
    1. CWI will pay for courses specific to the employee's area of expertise when the knowledge and skills gained from the course will benefit students and the College. The College will pay for degrees by exception only, and when they are determined to be critical to support accreditation compliance. The President must approve the budget for exceptions.
    2. Reimbursement for tuition, fees, and books is conditioned upon the employee's submission of receipts and the educational institution's authorized record of the employee's final grades. Courses for which reimbursement is requested must be completed with a "C" grade or better unless the course is graded as "Pass/Fail." Courses grated as "Pass/Fail" must be completed with a passing grade.
    3. Per IRS code, reimbursement for educational assistance is not taxable up to $5,250 annually. Reimbursement cannot include payments for the following in order to be tax exempt:
        - Meals, lodging, or transportation
        - Tools or supplies (other than textbooks) that are kept after course completion.
        - Courses involving sports, games, or hobbies unless they have a reasonable relationship to the business need.

CWI cannot use public funds to pay for development sponsored and or offered by a religious organization. For professional development sponsored or offered by a religious organization, employees may request time off with pay from their direct supervisor (see Vacation Leave policy). If time off is approved, any and all costs associated with the event including but not limited to registration, travel, and food are the responsibility of the employee.