

# Classified Staff Professional Development Policy

Recognizing the importance of continued training and development for classified staff, the College of Agriculture and Life Sciences (CALs) encourages participation in work-related classes, seminars, and training sessions. "Work-related" is defined in a broad sense to include personal skills and skill development that are applicable *to current job functions* and which may improve performance through employee growth and development.

Each 0.5 FTE or above, non-probationary, classified staff employee is encouraged to attend at least 16 hours of classes, seminars or training per fiscal year in addition to any mandatory orientation, safety, or training class.

## RELEASE TIME

- Supervisors are encouraged to grant release time to attend a class or training session unless it would conflict with an essential and irreplaceable function of the employee. The supervisor, however, will make a concerted effort to arrange for a replacement to allow the employee to attend the class or training session, or allow for time for the work to be completed in the future.
- If the unit requires an employee to attend a class or seminar, the unit will grant release time. If the required class is held outside regular work hours, compensatory time off will be given or overtime will be paid for non-exempt employees.
- If the course is directly related to the employee's job, but is not required, the supervisor will grant release time to attend.

## PAYMENT FOR FEES, BOOKS, SUPPLIES, OR TRAVEL

(Contact your unit's business office for details on procedures to obtain funding)

- If the unit requires an employee to attend a University of Arizona credit course, the unit will pay the total cost after the fee waiver.
- If the unit requires a non-University of Arizona course, the unit will pay fees and costs related to the course.
- Each unit will make available up to **\$250 per year per employee** toward fees, books, supplies, or travel for classes, seminars, or training sessions, **dependent upon funding availability**. Reimbursements of this amount, or more, are at the discretion of each unit and are not guaranteed. Requests for reimbursement need to be approved prior to the expense by the employee. (Contact unit business managers for details on how payments can be processed.).

This policy and these guidelines are intended *to encourage the training and development* of the classified staff of the College of Agriculture and Life Sciences and are not intended to limit nor restrict training opportunities. This policy is not a mandate for units to provide for reimbursements for each eligible employee. Funding for professional development opportunities will be made available only if unit funds to support the request are available.

In addition, this policy is intended to encourage widespread participation and to supplement and clarify the position of the College of Agriculture and Life Sciences in regard to the University Classified Staff Personnel Policy and Procedures.

If you have issues or concerns to the uses of this policy, please contact: CALS STAFF COUNCIL.