

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VI – HUMAN RESOURCES

SECTION 160: EMPLOYEE PROFESSIONAL DEVELOPMENT

Approved: May 18, 2009

Employee professional Development is a critical component in the delivery of educational and support services. The College believes that its success is largely determined by the motivation and competence of its employees. This motivation and competence is to be encouraged and developed as part of the responsibilities of all supervisors and administrators.

In order to assist in the achievement of this goal, the College may provide financial assistance for employees to enroll in college courses, participate in development and training programs, and attend relevant conferences, seminars and workshops.

I. PROFESSIONAL DEVELOPMENT LEAVE

- Full-time exempt, professional, and administrative employees who have completed a minimum of six (6) consecutive years of employment with the College may apply for a professional development leave for the purpose of work related study of College services.
- The paid leave may be for one-year at 50% salary and benefits or six months at 100% salary and benefits.
- Failure to return to the College from a professional development leave requires the employee to reimburse the College for all salary and benefits paid while on leave.
- Employees returning from professional development leave shall be reinstated to their former or an equivalent position unless their position has been abolished due to reduction in force.