

☐ Title: **Training and Professional Development**

☐ Initial Action: March 22, 2023

☐ Board Action: 23-035

☐ Last Revised:

☐ Policy: New

☐ Procedure: New

☐ Last Reviewed:

☐ Changes Effective: July 1, 2023

☐ Next Review: July 1, 2026

☐ Responsibility: Executive Director of Human Resources

---

**POLICY:** Cecil College encourages its staff and faculty to participate in employee development programs to develop the knowledge, skills, and abilities that enhance job performance, instruction, productivity, and personal/career development. Opportunities may include, but are not limited to: workshops, college coursework, constituency meetings, conferences, and department retreats.

#### **PROCEDURE:**

All employees, including work study, tutors and adjunct faculty, are required to take online courses upon starting employment and yearly policy acknowledgements. Information about online required courses for new and ongoing employees can be found on mycecil under professional development.

Supervisors are expected to arrange coverage so that employees may take advantage of these offerings. The online professional classes (SafeColleges) are offered through the office of human resources and provides a wide range of development opportunities in a variety of formats from July 1 through June 30 each year (a period known as the professional development year) to coincide with the staff performance management cycle.

The steps below outline the general procedures for the Full -Time, Part -Time, Adjunct staff. The Department and Human Resources assist employees in achieving training objectives. However, ultimate responsibility for development and training completion of training resides with the employee.

#### **Training requirements for staff are as follow:**

Full- Time Staff/Faculty will be required to complete a minimum of 15 hours professional training per fiscal year.

Part- Time Staff will be required to complete a minimum of 8 hours professional development training per fiscal year

Adjuncts, Life Long Learning staff, Work Study and Tutors will be required to complete a minimum of 1 hour of professional training per fiscal year

Each new employee will be provided with information and instruction of the following training plans;

### **New Hire Training Plan ALL Full -Time & Faculty STAFF**

#### **SAFE Colleges**

1. Drug Free Workplace
2. Workplace Bullying: Awareness and Prevention
3. Sexual Harassment Policy & Prevention (Online)
4. Sexual Harassment (In- Person) every 2 years
5. Discrimination in the Workplace
6. Slips, Trips, Fall
7. FERPA Confidentiality of Records
8. Engagement w/ Diversity

9. Campus Save Act for Employees- Sexual Violence Awareness
10. Cybersecurity Overview
11. Making Campus Safe LGBTQ+
12. Coronavirus Awareness
13. First Aid
14. Email Messaging Safety
15. Implicit Bias & Microaggression Awareness
16. ALICE Overview
17. Hazard Communications

### **Yearly Policy Acknowledgements**

18. Confidentiality Statement
19. Affirmative Action Policy
20. Conflict of Interest and Ethical Disclosure
21. Employee Conduct Policy
22. Non-Discrimination and Harassment Policy
23. Sexual Misconduct/ Title IX Acknowledgement
24. ALICE
25. Slips, Trips, & Prevention
26. FERPA
27. Cybersecurity

**The above to be completed within 90 days of employment**

### **New Hire Training Plan ALL Part-Time, Adjunct, Tutors, Work Study and Life Long Learning**

#### **SAFE Colleges**

1. Drug Free Workplace
2. Workplace Bullying: Awareness and Prevention
3. Sexual Harassment Policy & Prevention (Online)
4. Discrimination in the Workplace
5. Slips, Trips, Fall
6. FERPA
7. Hazard Communications

### **Yearly Policy Acknowledgements**

8. Confidentiality Statement
9. Affirmative Action Policy
10. Conflict of Interest and Ethical Disclosure
11. Employee Conduct Policy
12. Non-Discrimination and Harassment Policy
13. Sexual Misconduct
14. Title IX Acknowledgement
15. ALICE
16. Slips, Trips, & Prevention
17. Cybersecurity
18. FERPA

## **The above to be completed within 90 days of employment**

### **Guidelines for Professional Development**

- Supervisors should assess the need of staff/faculty new to the college within 30 days of hire
- Supervisors are expected to discuss staff development needs with each of their staff at least annually as part of the Performance Review process
- Supervisors are responsible for assessing and communicating external professional development and training needs of individual employees in their direct reporting line, identifying and actively encouraging and supporting appropriate learning experiences. Supervisors have the final approval for providing time for external professional development and training opportunities.
- Supervisors will be required to plan for, allow and approve appropriate professional development and training activities that occur as part of work time
- Responsibility for professional training and development extends to all levels of the college. Cecil College shall therefore be responsible for identifying, creating, and providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of employees and so enable them to contribute effectively and creatively to the college's mission.
- All staff members who attend external trainings, workshops or seminars that are not sponsored by the College will be required to submit to their supervisor if funding is required to attend in writing for final approval
- All faculty members who attend external trainings, workshops or seminars that are not sponsored by the College will be required to submit to their supervisor if funding is required to attend in writing for final approval
- Supervisors are responsible for ensuring that all of their employees complete required training according to the job category, including work-study, and tutors. In addition, supervisors must ensure that all employees, whether full-time or part-time, attend a minimum of one diversity program each professional development year.
- All Staff who attend All College Day earn at least 6 hours professional development hours in January and August.