Finance & Operations Human Resources Policy B-5
Employee Development

SUBJECT: Staff Employee Professional Development

PURPOSE: To provide for the development of employees job-related professional abilities and skills and to enhance capacity to perform assigned job duties.

POLICY: It is the policy of Sam Houston State University (SHSU) to provide professional development training promoting professional growth in support of life-long learning and to enhance the competency and expertise of its employees. Further, it is also the policy of SHSU that no person shall be discriminated against in opportunities for professional development activities on the bases of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran status, sexual orientation, or gender identity. Personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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1. Requirements

Beginning January 2014, annual professional development is required of all staff employees, including administrators. Non-supervisory staff employees must complete eight (8) hours of training and all supervisors, managers, and other executives (administrators) must complete twelve (12) hours of professional development job-related training annually. Training to meet this requirement may be accomplished through online learning, instructor-led training, college courses, CEU courses, external workshops, conferences or seminars.

Completion and documentation of the required hours of professional development will be included as part of the employee’s annual performance appraisal (APA). Completion of hours above those required will also be recognized and recorded on the APA. Supervisors are responsible for monitoring their employee’s professional development progress.

Employees are responsible for keeping their professional development records current. Documentation of professional development progress is maintained utilizing the University’s learning management database application, Talent Management. Employees’ professional development hours are tracked through their Talent Management transcript. Supervisors are able to monitor professional development progress of their employees using Talent Management.

2. Eligibility

All employees are eligible, with supervisor approval, to attend professional development training applicable to individual professional development needs. Educational training and development programs are frequently offered during an employee’s regularly scheduled work hours. To the extent possible and practical, supervisors and managers are encouraged to allow their employees time away to participate in professional development programs. Employees attending such programs with the supervisor’s authorization are not required to make up time spent in training and development.
3. **In-House Professional Development**

SHSU offers in-house training in several areas on a regular basis and in special areas on an as-needed basis. The Training Calendar and registration are available in Talent Management.

Purposes that may be served by in-house and outside training include, but are not necessarily limited to, preparing to deal with new technological and legal development, developing of additional work capabilities, increasing the number of qualified employees in areas designated by the University as having an acute shortage, and increasing the level of competence for current and prospective duty assignments.

Deans or Directors may approve in-house training and the Divisional Vice President may approve outside training requests.

a. Work safety training is provided by the Risk Management Department.

b. Software training is provided by the Division of Information Technology Services.

c. Policy, procedures, benefits, and related training is provided by the Human Resources Department on an as-needed basis. For information regarding currently available courses or courses not currently available, contact the Human Resources Department.

d. Equal Employment Opportunity/Affirmative Action Plan training for supervisors is provided by the Human Resources Department.

e. New Employee and other required compliance training is provided online, as required by State law.

f. SHSU courses are used as a method of training. Flex-time (variations in assigned work schedules) for one four (4) hour course per long semester may be granted when it does not interfere with work assignments and is properly approved. Refer to the university catalogue for admission/registration process.

g. Special need training is used to convey information about changes related to the terms and conditions of employment. Notices are sent to employees who need to attend.

h. Trainee positions may be established for on-the-job training. See Human Resources Policy WS-2, Staff Salary Administration for more information.

i. The Continuing Education Department offers classes on a regular basis in a variety of subjects. Contact the Continuing Education Department for information.

4. **Outside Professional Development**

SHSU encourages employees to attend outside training when inside training is not available to satisfy the need. Examples include:

a. Training provided by State agencies is used by SHSU employees to gain specialized knowledge and abilities required to perform their job duties.

b. Professional seminars are available through many sources. Contact the Human Resources Department for assistance.

c. Professional organization meetings offer a source of specialized training. SHSU encourages attendance at these meetings as a method of development.
d. Continuing education classes offered by civic organizations, community colleges, public schools, etc. are also a method of development for SHSU employees.

e. Requests for outside training should be directed to the administrative supervisor with paperwork such as travel requests, registration forms, etc. being prepared and approved through regular procedures. The supervisor may also require an employee to attend training when it is necessary to achieve the ability to perform the job duties.

5. **President's Employee Scholarship Program**

This scholarship is for full-time (1.0 FTE) benefits-eligible staff and faculty employees, through the rank of Professor, who desire to take a class at SHSU. Applicants must have a minimum of one year full-time continuous employment at SHSU by the first class day and have earned at least three (3) semester hours at SHSU with a minimum 2.0 GPA at the time application is made.

a. Awards are based upon requests that best benefit the employee and University. No more than 50% of the available awards are distributed to faculty. Employee GPA, length of employment, and student classification level are primary factors of consideration.

b. Scholarships may be awarded for one course or one course with a lab; maximum of four (4) hours college credit per semester at SHSU. The recommending Dean or Director should ensure employees involved in recent disciplinary actions are exhibiting positive work performance.

c. Staff employees may, with the approval of their supervisor, have a flex-time work schedule if it does not interfere with job assignments for one four (4) hour course each long semester. If flex-time is not workable or appropriate, scholarship recipients may attend class outside their work schedule.

d. Scholarship recipients must meet all admission and registration requirements, and maintain a 2.0 or better grade point average (GPA). Graduate students must maintain a 3.0 or better GPA. Once approved, recipients will receive reimbursement after successful course completion.

e. To receive tuition reimbursement, the recipient must achieve a grade of "C" or better. Reimbursements are processed according to procedures for student financial aid scholarship disbursement requests.

f. To participate in the President's Employee Scholarship Program an official request application form should be processed indicating how the training will increase the employees' ability to perform his/her current job, or how it will prepare the employee for a promotion to a higher level job or for prospective duty assignments, i.e., will be mutually beneficial to the employee and the University.

g. Requests for the President's Employee Scholarship Program must be signed by the employee and approved by their Dean or Director. The scholarship application form is submitted to the Human Resources Department. The scholarship application form must be received in the Human Resources Department on or before the following deadlines unless otherwise stated:

- **Fall Semester** – July 1st
- **Spring Semester** – December 1st
- **Summer Semester** – May 1st
h. Deans or Directors will review requests for the President's Employee Scholarship Program. Human Resources will evaluate eligibility and recommend potential recipients for approval to the President.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management – 01/17/2014
Next review: 04/01/2016