

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 540.18</p>	<p style="text-align: center;">Effective Date 10/27/05 Revised 5/24/18 8/22/19 8/10/23</p>	<p style="text-align: center;">Page 1 of 1</p>
POLICY		Approval: President’s Cabinet	
<p>Title PROFESSIONAL DEVELOPMENT</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for requesting professional development.

2. POLICY

It is the policy of the College to provide employees with opportunities to improve their skills and abilities through professional development.

3. DEFINITIONS

3.1 Professional Development: Education and training related to an employee’s position at the College.

4. REFERENCES

- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Tuition Waiver policy (#520.20)

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1. General Guidelines

- 1.1 Each division may establish guidelines, expectations, plans, and processes for employee professional development.
- 1.2 Employees may request approval through their supervisor for education, training, attendance at seminars, workshops, conferences, or other events that provide opportunities to gain additional knowledge and skills related to their job at the College.
- 1.3 Supervisors may authorize payment for the cost of professional development opportunities (e.g., tuition, release time, substitute instructor) in accordance with division guidelines.
- 1.4 Employees seeking to gain professional development from one of the College programs shall use tuition waiver per the Tuition Waiver policy.
- 1.5 Employees seeking to register for professional development-related events outside the College shall work with their supervisor to obtain payment per the division's established guidelines.
- 1.6 Employees seeking to register for Custom Fit classes shall obtain approval from their supervisor. All charges shall be paid from the program or department budget.