

**Williamsburg Technical College  
PROCEDURE**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>EMPLOYEE DEVELOPMENT</b>	Number <b>C-23.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 6</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>C-23.1</b> Date <b>5/24/10</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Williamsburg Technical College (WTC) recognizes that Employee Development is necessary to ensure the growth of employees and the College, as well as further the accomplishment of our mission. Employee Development should be implemented in a manner that supports the agency's mission and encourages employee growth and should be associated with an institutional, departmental, or personal objective. The purpose of this procedure is to provide guidelines for such Employee Development when public funds are used.

The primary goal of Employee Development is to support faculty and staff activities by:

1. Providing opportunities to participate in seminars, workshops, and other professional activities to upgrade job knowledge and skills and to improve the effectiveness of the College;
2. Providing opportunities to "return to college" to increase expertise in the professional field;
3. Providing opportunities to "return to industry" to gain state-of-the-art experiences by working on site in business and industry.

**Guidelines:**

- Eligible employees must submit request/agreement form to Human Resources prior the Employee Development event.
- The following criteria will be considered prior to approval:
  1. Relative value of course(s) to the agency
  2. Length of service of the requester
  3. History of course completions by the requestor
  4. Amount of tuition assistance already approved in the past for the requestor
  5. Funds available for upcoming fiscal year
  6. Workload and staffing.

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- All Employee Development requests must have immediate supervisor's and/or the appropriate Vice President's approval signatures with the final approval if applicable, the President.
- Employees requesting tuition assistance will be notified of approval/disapproval as soon as possible before the class start date. Decisions are final with no appeal process.
- Request must be justified with outcomes expected from the Employee Development activity.
- Request must adhere to institutional travel guidelines.

**Required Courses:**

Reasonable cost must be maintained for required courses, therefore, prior to determining that the employee will be required to take a course, a thorough investigation must be conducted of the college in which the employee (faculty, staff, probationary, temporary or temporary grant – temporary grant must be fully loaded by grant) may be necessary to help employees improve their performance in their present position or to acquire skills necessary to meet business needs. "Required" should be defined as courses, which, upon being hired, were not necessary for the employee, but are now required by the College, Southern Association of Colleges and Schools, or any other accrediting body recognized by the College. When an employee, with the approval of the appropriate College administrator, is directed to take such courses, academic-related costs will be paid for by the employer, including tuition, fees, and books (Temporary Grant Employees are only if funds are available within the Grant). Additionally, assignment of such courses should be made in accordance with policies, procedures, state guidelines, as well as, institutional plans for employee development, whenever possible. Approved request must be submitted prior to registration of required course (s).

**Return to Business, Industry, or Professional Enhancement:**

The purpose of the program is to provide opportunities for full-time equivalent (FTE) employees to enter business and industry, as well as enhance their professional expertise in current technical trends, changes, and work skill requirements relating to their teaching or functional areas.

**A. Compensation of Employees**

1. The participating employee will remain in an employment status with the College and will:
  - Receive normal salary and benefits with "in industry"
  - Retain eligibility for any normal salary adjustments
  - Not be subsidized in any way by the business, industry, or outside professional enhancement organization.
2. The outside organization may reimburse the College for the services of the employee.
3. Employees who are on summer break and not working for the College may be employed directly by an outside organization and will not come under this policy and procedure.

**B. Administrative Responsibilities**

1. The employee's immediate supervisor will continue to have supervisory responsibilities

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concerning the employee's field training experience.

2. Additional employee(s), in a FTE position(s), may not be hired as replacements for participants in these programs.
3. All cooperative arrangements with outside organizations must be in writing and agreed to by the participating organizations.

**C. Equal Employment Opportunity Requirements**

1. The organization accepting the employee for training purposes will indicate, in the cooperative agreement referenced in B.3. above, their nondiscrimination policy regarding sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veterans status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation.
2. The College will ensure that no employee is denied participation in the program because of sex, race/color, religion, national origin, age, disability, service in uniformed services (as defined in state and federal law), veterans status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation.

**National Professional Certification**

National Professional Certification(s) provide opportunities for employees to increase their knowledge and skills in their subject area and improve professional job duties. FTE employees may participate in such programs. Expense associated with these activities may be prepaid or reimbursed if preapproved by immediate supervisor and Vice President.

**Seminars, Workshops, and Conferences**

Seminars, workshops, and conferences provide opportunities for FTE employees, with the approval of the College Administrator, to increase their job knowledge and skills. All FTE employees may participate in such programs, providing sufficient funding is available. Expenses associated with these activities may be prepaid or reimbursed.

**LEAVE WITHOUT PAY FOR PROFESSIONAL DEVELOPMENT**

Leave without pay for Professional Development is defined as full or part-time leave in non-pay status requested by FTE employees to participate in staff development activities or further educational attainment not required by the College. Such requests for leave without pay must be in writing and approved in advance by the employee's supervisor and the College President. Employees may apply for educational leave without pay under the following conditions:

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**A. Employment Status**

Employees on leave without pay retain all rights and privileges of employment with the State of South Carolina with the following exceptions:

1. Appropriate salary adjustments will only be made upon the employee's return to work.
2. An employee while on full-time leave without pay shall not accrue annual leave, sick leave, or holidays. However, accrued annual and sick leave shall be carried over until the employee returns to work.
3. Employees on leave without pay may pay both the employer and employee share of premiums for his/her medical, dental, and vision insurance, as well as retirement contributions if he/she wishes to continue coverage or eligibility.
4. Employees on continuous leave without pay will be considered to have a break in service after twelve consecutive months unless approved by the College President for an additional twelve months.

**B. Approval**

Consideration for approval shall include, but not be limited to: workloads, work distribution, relationship of development activity to position responsibilities and time duration. Approval may be made only when the development activity is shown to be beneficial to the employee and the college or the System Office.

**C. Maximum Length**

Leave without pay may be generally approved for the length of the school term or terms requested, but no more than twelve (12) consecutive months. If requested by the employee, the College President may only approve one additional period not to exceed twelve (12) months.

**TUITION ASSISTANCE**

**\*For Tuition Remission (see WTC Procedure C.23.2)\***

**A. Purpose**

Tuition assistance may be given to employees who desire to obtain academic degrees or to take individual credit courses for career advancement, to increase key job knowledge or skills.

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**B. Tuition Assistance Limits**

Tuition assistance may be provided for no more than six (6) credit hours per academic term per employee. However, the College may limit the credit hours for which an employee may receive tuition assistance based on its business needs.

**C. Eligibility**

1. Employees in FTE positions, temporary grant positions, and time-limited project positions, with a minimum of six (6) months of state service may be eligible for tuition assistance. Employees in temporary grant positions may receive tuition assistance at the discretion of the College if funds are available in the grant.
2. Employees must work at least thirty (30) hours per week to be eligible for the program.
3. Employees are generally required to work the normal number of hours in his/her regular work week. However, managers may adjust an employee's normal schedule to let him/her make-up work time and/or allow use of annual leave to accommodate class schedules.
4. Tuition assistance may be approved for employees who attend accredited institutions of higher learning offering courses within South Carolina and for employees who take on-line courses from accredited institutions of higher learning.
5. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree.
6. If an employee is receiving other assistance that does not require repayment, i.e. scholarships, the College may reimburse the employee for eligible costs incurred while participating in the program as long as the reimbursement and other funds received does not exceed the total cost of the course(s) taken. If the employee is receiving other assistance that must be repaid, i.e., student loans, the College may allow an employee to receive tuition assistance. Course work must be directly related to employee's current position description, job duties, or teaching discipline.

**D. Reimbursement**

1. Employees must successfully complete the course(s) requirements to have tuition costs reimbursed. Employees who do not successfully complete the course(s) will not be reimbursed. The minimum success criterion for undergraduate courses is a grade of "C." For graduate courses and/or doctoral courses, it is a grade of "B." Individual colleges may impose more stringent requirements.
2. Tuition and laboratory fees may be reimbursed in full or in part as determined by college procedure.

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3. Reimbursement schedules will be communicated to employees at the beginning of the fiscal year in which any change will be effective. If there is no reimbursement schedule change, no communication is necessary.

4. Books and any fees other than tuition and laboratory fees will not be paid, except for required courses (see III).

**E. Funding**

1. Participation in the tuition assistance program will be determined by availability of funds.
2. Tuition assistance reimbursement must be provided from existing funds to the extent funds are available.

**F. Administration**

1. To be reimbursed, the participating employee must present official documentation of the grade achieved for the course from the college or university attended indicating successful completion.
2. If educational activities interfere unreasonably with the employee's work, the College President may decide to remove the employee from the tuition assistance program. In such cases the employee will not be reimbursed for courses in progress.
3. The College may authorize tuition assistance in accordance with the Department of Administration critical employee recruitment and retention guidelines.