

Napa Valley College Confidential Employee Staff Development Request

Board Policy H2421 addresses staff development opportunities for confidential employees. Options include: (A) three hours per week of paid release time for enrollment in a class for personal/professional growth, participation in cross-training opportunities at the college, or participation in an individual fitness program on campus or other verifiable programs; and (B) enrollment in a course to upgrade skills as a result of a change in job requirements. These options are only available to regular confidential employees who have successfully completed their probationary periods. Less-than-full-time, regular employees are eligible for staff development release time on a pro-rated basis.

For activities identified in Option A, employees who cannot schedule an activity during regular work hours may schedule their activity outside their regular work hours and receive compensatory time off.

Scheduling of staff development activities under Option A requires prior approval from the supervisor. Course enrollment pursuant to Option B requires prior approval of the supervisor, dean (when applicable), and the respective assistant superintendent/vice president.

For activities related to Option A whose decision is final. For course enrollment under Option B, the assistant superintendent/vice president decision is final and not subject to appeal.

The form must be completed each semester and summer session, even if the activity is a continuation of the , and forwarded to the Office of Human Resources.

INSTRUCTIONS FOR COMPLETING STAFF DEVELOPMENT REQUEST FORM:

1. Prior to beginning the activity or registering for a class, the employee completes the form and submits it to his/her direct supervisor.
2. Once the supervisor approves the activity or course enrollment, the form is sent to the appropriate dean (when applicable) and the respective assistant superintendent/vice president for approval.
3. Once the activity is approved, the form is forwarded to the Office of Human Resources who will send a copy of the completed form to the employee and supervisor.
4. When approval is received, the employee may start the activity or enroll in the class.
5. If a course is required to upgrade skills, employee turns in original receipts for class fees and book(s) to the Office of Human Resources for reimbursement.
6. Request approval to attend a course or activity, using the following guidelines:

Choose **A. Paid Release Time**, to use supervisor-approved staff development hours (maximum of 3). Employees must attach a copy of their schedule indicating which hours they will be gone from their work station and the class/activity in which they will be involved. If participating in a health club gym or an individual fitness activity, proof of membership or verification of activity must be provided. If the course or activity includes comp time off, employee should indicate so on the work schedule attached. 92 0 612 72 reW* nBT/F1 9

- c. Meet with appropriate staff in Office of Academic Affairs to verify that minimum qualifications for the discipline are met, pursuant to applicable regulations.
- d. Attach documentation that minimum qualifications have been met to the staff development request form.
- e. Meet with the faculty member who will serve as a mentor; this faculty member indicates acceptance by st of actual activities to be performed, which may include shadowing, preparation of lesson plans, and presentation of lessons.
- f. The dean or division chair of the area must also approve the request, as well as the Assistant Superintendent/Vice President of Academic Affairs.
- g. Since this activity occurs during release time, the employee is compensated at his/her regular salary and does not receive compensation at the faculty level.
- h. In order to cross-train in this capacity, the employee may only be in the classroom when the supervising faculty member is present.
- i. This type of cross-training activity is limited to no more than two (2) semesters.
- j. Participation in such cross-training does not constitute an academic assignment and in no way guarantees the classified employee future employment as a faculty member.
- k. As with any staff development activity, the District reserves the right to suspend the activity.

