

Lakeland Community College

POLICY TITLE:	EMPLOYEE DEVELOPMENT
POLICY NO:	3354:2-20-56
ORIGINALLY APPROVED DATE:	12/07/00
REVISED DATE:	01/22/26
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	HR20-56A, HR20-56B
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all continuing and non-continuing full-time, partial year, and part-time Administrators and S/P employees; and all continuing full-time, partial year, and part-time staff employees.

A. Types of Employee Development Programs

1. In-Service Training

- a. Mandatory training initiated, sponsored, and paid for by the college to provide employees with specific knowledge and skills directly related to enhancing job performance.

2. Knowledge and Skills Enhancement Training

- a. External programs (not specific to, or limited to, college employees) such as seminars and workshops, approved by the supervisor of record and attended voluntarily by an employee for the purpose of enhancing job performance.

B. Conditions Governing Employee Development Programs

1. Training shall normally occur during regular working hours. When it is mandated that the employee attend training when not regularly scheduled to work, staff employees will be compensated in accordance with the overtime provisions of Policy 3354:2-20-36, Overtime/Compensatory Time.
2. All expenses incurred with either form of training noted above will be the responsibility of the College. All materials and equipment related to the program will remain the property of the College.