

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-11

EMPLOYEE DEVELOPMENT

Section 1. General

- 1.1. Scope — BridgeValley Community and Technical College (BridgeValley) shall maintain programs appropriate to the needs and resources of the campus to develop the knowledge, skill, and abilities of their employees.
- 1.2. Authority — W. Va. Code §§ 18B-1-6 and 18B-7-5
- 1.3. Effective Date — July 12, 2013

Section 2. Purposes of Training and Development

- 2.1. Development programs should enhance the professionalism, effectiveness, and general job performance of the employee in his or her assigned duties and broaden the individual's knowledge and skills for future job assignments, where appropriate.

Section 3. Eligibility and Participation

- 3.1. Subject to appropriate supervisory approval, any employee of BridgeValley is eligible to participate in training and development programs appropriate to his or her position.

Section 4. Procedure

- 4.1. The President, or his or her designee, shall establish an employee training and development program appropriate to the needs and resources of the institution.
- 4.2. The College program shall include a method for identifying training and development needs taking into account institution resources.
- 4.3. The President, or his or her designee, shall establish appropriate organizational structure, procedures, standards, and criteria for the on-going operation and assessment of the employee training and development program. Each such program shall be available on a nonpartisan basis, using fair and meaningful criteria for participation, to afford all employees appropriate opportunities to enhance their skills under the terms of the program.
- 4.4. At the discretion of the institution, a training and development program may but need not include (a) on-campus educational and training sessions developed and provided by the institution or by outside consultants, and (b) leave time and/or expense reimbursement for off-campus educational and training programs offered by third parties.
- 4.5. The institution has the responsibility for providing financial and logistical support to operate its employee training and development program.

