

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

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MEMORANDUM
NUMBER 2-102

31 July 2009

EMPLOYEE TRAINING AND STAFF DEVELOPMENT

1. PURPOSE

The Citadel is committed to the professional development of its employees. It supports improving the skills and abilities of employees to better perform their current job duties and develop employees for future opportunities. This Memorandum provides for the administration of training and development programs for Citadel employees sponsored in whole or in part by the Human Resources Department.

2. REFERENCE

S.C. Regulations, 19-716

3. POLICY

A. All employees in permanent positions are eligible to participate in training. Temporary or student employees may attend training on a space available basis. Managers and supervisors are encouraged to work with employees, without regard to race, color, religion, sex, age, national origin or disability, who wish to enhance their current skills to further opportunities for career advancement at The Citadel.

B. Methods

1) In-House Programs

a. Workshops, seminars, and other in-service training programs are available at no cost to employees through the Department of Human Resources.

b. Program topics may include management, supervision, conflict management, presentation skills, stress management, sexual harassment, etc. Additionally, managers may request special programs to meet their specific department staff development needs. Workshops may be led by Human Resources staff, staff or faculty from other Citadel departments, and/or outside consultants.

c. Supervisors and managers are encouraged to allow employees to attend courses to improve or secure skills needed for the efficient and effective performance of their jobs. Employees may do so during scheduled work hours.

2) Video Resources

a. The Human Resources Department maintains a library of videos, tapes, and books on various topics which are available to employees of The Citadel.

b. Departments and employees can preview films to determine whether or not they are interested in utilizing the material.

3) Required Courses

a. It may become necessary for a supervisor or manager to require an employee to take a specific course to improve the employee's performance in a current position or acquire certain skills to perform additional duties to meet departmental needs.

b. When these situations occur, the department will pay for the costs of tuition, fees, books, and examinations if required. However, State regulations do not allow departments to pay for courses required to attain or maintain professional certifications or licenses.

4) Educational Leave

a. Employees wanting to take classes for personal or professional development are encouraged to schedule

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classes during off-duty hours, whenever possible. When a desired class cannot be scheduled during off-duty hours, the supervisor may adjust the employee's work schedule, if doing so does not interfere with normal operations.

b. When employees cannot take a class during off-duty hours and adjusting the work schedule is not feasible, employees who accrue annual leave may be allowed to take annual leave or leave without pay to attend class with the approval of the supervisor and the Director of Human Resources.

5) Tuition Assistance

a. It is the policy of The Citadel to provide tuition assistance to eligible employees for up to six credit hours per semester for classes offered at the Citadel. Please see the Tuition Waiver Program for more details.

4. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

5. NOTES

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 31 July 2009

B. Responsible Department:

Human Resources

C. Responsible Official:

Training Manager

D. Cross References

None

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6. RESCISSION

Human Resource Policy “Employee Training and Staff Development” is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff

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