



Ohio Administrative Code

Rule 3337-41-129 Professional development for administrators and classified employees.

Effective: October 12, 2022

(A) Overview

(1) Ohio university values the individuals in its community. It encourages and supports programs that enrich their lives and improve their knowledge and skills. Professional development provides opportunities for administrators and classified employees to better serve the educational process, the academic community, and thus the institution as a whole, by increasing staff effectiveness through on-going training and development for a current assignment as well as preparing for future career growth at Ohio university. Supervisors are encouraged to support professional development for their employees whenever possible.

(2) Professional development is the organized, formal, and systematic efforts of Ohio university to provide and promote education and training for its administrative employees. Bargaining unit employees covered under a collective bargaining agreement should refer to their current contract for specifics of participation.

(3) Professional development includes:

(a) In-service training programs, conferences, and seminars to enhance job or career related knowledge and skills.

(b) Creating and/or delivering university-sponsored learning experiences for the benefit of other employees when this is not part of an employee's typical job responsibilities.

(c) Courses offered for credit by Ohio university, or through reciprocity agreement with Hocking college, as outlined in policy 40.015, educational benefits for Ohio university employees.

(4) Enhancing job-related knowledge, skills, and abilities is vital to the individual's and the university's continued success. Supervisors are expected to support and encourage the career



development and performance effectiveness of employees.

(5) Typically, every effort should be made by the supervisor to allow staff members up to a total of ten per cent release time from the job for any combination of professional development opportunities including: participating in job or career-related development programs or activities, providing university-sponsored learning experiences to other staff, and/or taking college courses as outlined in policy 40.015, Educational benefits for Ohio university employees.

(6) Participation in professional development activities should not negatively impact departmental operations, employee performance, or an employee's ability to meet deadlines or commitments.

(7) Non-exempt employees participating in university-sponsored development activities should do so during normal working hours with supervisor approval and coordination. Participation in university-sponsored development activities that take place during normal work hours and are directly related to successful performance of an employee's current job counts as hours worked for overtime purposes. Time spent in professional development opportunities that are not directly job-related may still count as hours worked if it occurs during normal work hours. It is the supervisor's responsibility to support professional development by reviewing and approving reasonable requests that fall within the ten percent release time guideline and can be managed within the department's overtime guidelines.

(B) Training programs, conferences, and seminars

(1) The requests should exclude department retreats, mandatory training, and cross-training as directed by the supervisor.

(2) Developmental activities associated with professional licenses and certifications that are considered to be job requirements (e.g., re-certification, required CEU's) must be discussed and coordinated with the appropriate supervisor when such activities require time away from the employee's normal job duties.

(3) Staff members who participate in training programs, conferences, and seminars will routinely share with colleagues the knowledge and skill gained.



(C) Learning experiences provided to other staff

(1) To support a culture of collaborative learning, staff members are encouraged to share knowledge and help others develop their skills. When staff members share knowledge by creating and/or delivering structured learning experiences for other employees, developmental opportunities are provided for the employees being trained as well as those providing the training.

(2) Staff members who provide structured learning experiences to other employees as part of a university-sponsored program, outside the scope of their normal job duties, must coordinate their participation with the appropriate supervisor by following the guidelines outlined in paragraph (B) of this rule.

(3) Time spent creating content, delivering training, or planning approved professional development activities for university-sponsored learning experiences that are outside an employee's normal job responsibilities is included in the ten per cent release time guideline referenced in paragraph (A)(5) of this rule.

(D) University courses

(1) Active employees who meet eligibility requirements are invited to participate in the university's educational benefits program as described in policy 40.015.

(2) Time away from work to participate in this program must be approved by the appropriate supervisor and is included in the ten per cent release time guideline referenced in paragraph (D)(1) of this rule.