



Ohio Administrative Code

Rule 3337-41-134 Professional development for classified employees.

Effective: July 25, 2016

The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/41-134.html>

(A) Overview

This policy encourages and supports the professional development and enhancement of classified employees.

Supervisors are expected to support and encourage the career development and performance effectiveness of employees. Enhancing job-related knowledge, skills, and abilities is vital to the individual's and the university's continued success.

Department heads, supervisors, and individual employees may contact university human resources for assistance.

(B) Process

Typically, every effort should be made by the supervisor to allow an employee up to ten per cent release time from the job, for job-related development, and degree pursuit or classes at the university. Requests may vary.

The requests should exclude department retreats, mandatory training, and development requirements (e.g., re-certification, required CEU's).

The request by the employee should be in writing to the supervisor and should include such data as the event, the date, time, and rationale for attendance. Advance notice is in order to allow the supervisor to make appropriate accommodations.



(C) Appeals

If the supervisor is unable to grant accommodations, then the employee may appeal to the department head and upward to the planning unit head.

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