

2.10.1.1 KCTCS-Sponsored Employee Development

To strengthen its ability to serve students, employers, and communities, KCTCS may encourage or require employees to take additional coursework or seminar training. If the course planned is determined by the college president/ceo or designee to be clearly job-related, and available only during regular working hours, KCTCS shall make every reasonable effort to grant appropriate release time with pay.

KCTCS shall pay for seminars and coursework if the following conditions are met:

- taking the seminar or course serves the interests of KCTCS;
- it is required for the performance of the duties of the employee’s current position;
- the class is not covered under the KCTCS Faculty and Staff Tuition Waiver program; and
- the cost is within budget constraints.

In addition, in order for KCTCS to pay for coursework it shall be approved by the college president/ceo, or by the appropriate KCTCS President's Cabinet member for system office employees.

<u>6-22-98</u>	<u>6-14-50; 5-23-06</u>	<u>6-14-05; 5-23-06</u>	
Date Approved by President, KCTCS	Date(s) of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
(SIGNED)	5-23-06	(SIGNED)	5-23-06
Recommended by	Date	President, KCTCS	Date