



# Dinwiddie County

## HUMAN RESOURCES

### POLICIES AND PROCEDURES

#### Professional Development

*Effective July 1, 2016*

*Revised April 19, 2018*

#### **Policy**

Dinwiddie County is committed to supporting employees in enhancing their careers through professional development and continuous learning opportunities related to their positions. Furthermore, Dinwiddie County is committed to ensuring employees remain up to date with current developments in their field. Therefore, employees are encouraged to participate in courses and programs of study that will further develop their knowledge and skills, and in turn enhance their contributions to the County and its citizens. This policy outlines compensation adjustments that may be provided to employees who successfully complete job related courses or programs of study. All adjustments are subject to the availability of funding and all requisite approvals under this policy. This policy is not contractual in nature; final determinations are subject to the review and approval of the County Administrator. All decisions to compensate employees for completed courses or programs of study will be made without regard of race, religion, creed, color, gender, national origin, age, or disability. Compliance with this policy is necessary to ensure the consistent administration of compensation amongst employees.

#### **DEFINITIONS**

- A. Formal disciplinary action:** action following misconduct or performance deficiencies that have been documented by management through the issuance of a written notice form.
- B. Full-time employee:** an individual hired on either a salary or wage basis for an established position for an indefinite term who is hired to work a minimum of (40) forty hours a week.
- C. Job related programs:** programs of study that are directly related to the work assignments of the employee's current position.
- D. Normal work hours:** the regular, reoccurring, predetermined work schedule established by the employee's manager.
- E. Probationary period:** introductory period of employment that allows the employee and County to determine if the employee is suited for the job.

## **PROCEDURES**

### **A. Employee Eligibility**

The employee's manager in consultation with the employee shall utilize the performance review and planning process to identify professional development opportunities, including courses or programs of study that support the employee's career goals while fulfilling the business need of the County. The agreed upon professional development opportunities should be documented within the Development Plan portion of the County approved Performance Evaluation form. The manager should include any planned courses or programs of study as well as any corresponding salary increase as part of the budget planning process prior to enrollment in the course or program of study.

If the performance and budget planning processes support enrollment in a course or program of study, the following criteria must be met in order for the employee to be considered for a compensation adjustment:

1. The employee must be a full-time employee.
2. The employee must have successfully completed his/her probationary period.
3. The employee must not have received any formal disciplinary action within the most recent six months.
4. The employee must not be participating in any other career development program that subsequently results in salary adjustments (Ex: Fire & EMS and Emergency Communications standalone career development programs).
5. The employee must have successfully completed the course or program of study.
6. The course or program of study must have been completed after the employee's full-time hire date; enrollment in the course or program of study must not have been considered in the employee's salary offer.
7. The course or program of study completed must be job related and not an educational enrichment program related to the employee's career interest solely outside his/her current position.
8. The course or program of study completed must have enhanced the employee's knowledge, skills, or contributions to the position.

### **B. Course or Program of Study Eligibility**

Courses or programs of study must be part of a formal training program and meet the following criteria in order to qualify an employee for a compensation adjustment. Final determination of acceptable courses or programs of study resides with the County Administrator. Acceptable courses or programs of study must:

1. Be offered by an established professional organization whose standing is recognized as a legitimate and accepted credentialing authority.

2. Result in a license, certification, degree or equivalent that is relevant to the employee's current position; equivalent credentials must be approved at the sole discretion of the Director of Human Resources and the County Administrator.
3. Provide participants the opportunity to acquire knowledge or skills that enable the performance of job functions or duties in a manner that could not otherwise be done.

**C. Documentation of Course or Program of Study Completion**

To receive consideration for a salary increase, at the completion of a training course or program of study, the employee's manager must:

1. Complete and submit the Certification of Professional Development form certifying the established eligibility criteria has been met.
2. Provide a syllabus or outline of the course or program of study.
3. Provide documentation confirming the successful completion of the course or program of study.

**D. Determination of Salary Increase**

The Director of Human Resources, in consultation with the County Administrator, will review the Certification of Professional Development form and supporting documentation to:

1. Confirm the employee meets the established eligibility criteria.
2. Confirm the course or program of study meets the established eligibility criteria.
3. Determine the salary increase to be considered:
  - a. A one-step (approximately 2.5%) salary increase within the County's compensation plan will be considered for an employee who meets the established criteria and successfully completed a course or program of study that enhanced his/her knowledge or skills. An example is completion of state compensation board career development programs.
  - b. A two-step (approximately 5%) salary increase within the County's compensation plan will be considered for an employee who meets the established criteria and successfully completed a course or program of study that increases the duties and/or responsibilities associated with his/her position. This level of increase will be reserved for unique situations where the County identifies a need and requests the employee obtain the credential in order to perform an additional service.

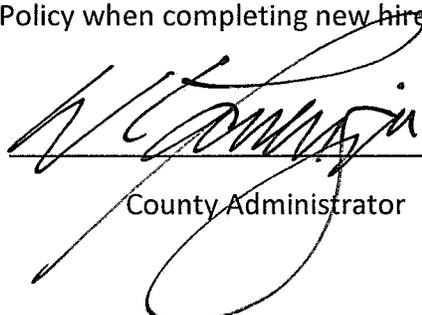
**E. Communication of Salary Determination**

1. The Director of Human Resources will provide written confirmation to the employee's manager of the salary determination.
2. The manager will complete a Personnel Action Request (PAR) form indicating the new salary and effective date, which will be the first day of the month following the submission of the completed Certification of Professional Development form, and submit it to Human Resources.
3. The Director of Human Resources in conjunction with the employee's manager will provide written confirmation of the salary determination and effective date to the employee; communication with the employee should not occur until all approvals are in place.
4. The Director of Human Resources will ensure the employee's personnel file is documented to reflect the completion of the course or program of study.

**Distribution of Professional Development Policy to Full-time County Employees; Employee Acknowledgement**

A copy of the Professional Development Policy shall be distributed to each full-time County employee with an Employee Acknowledgement. Each full-time County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement Form and returning it to Human Resources for filing in the respective employee's personnel file. All new hire full-time employees shall receive and acknowledge receipt of the Professional Development Policy when completing new hire orientation.

Approved by: \_\_\_\_\_



County Administrator

Date: \_\_\_\_\_

4.18.18