



## Professional Development & Training Event Policy

Please note the following when planning individual or team developmental activities (including team-building activities) at Kennesaw State University:

Notes for events arranged through the Center for University Learning are outlined below.

### 1) Professional development is a part of KSU employees' performance expectations

*"The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Employees should develop, with their supervisors, plans to enhance skills and prepare for continually evolving responsibilities in their positions. Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University..."* [KSU Employee Handbook 6.2 TRAINING AND DEVELOPMENT PROGRAMS \(p. 81-82\)](#)

Supervisory approval is required before an employee can register for any CUL course. In the case of team training, the team supervisor arranges for employees to attend sessions. Training is usually required as an individual development goal identified by a direct supervisor and related to participants' job duties.

### 2) USG policy encourages institutions to provide for and fund developmental activities

*"Faculty, staff, and administrators are encouraged to participate in development activities and study. Career development opportunities may include... system-wide/institutional faculty and staff professional development programs. Each USG institution shall commit at least one percent (1%) of full-time employee salaries to be used for faculty and staff development. This one percent will be matched by state appropriated funds to the extent that funds are available (BoR Minutes, April 2002)."* [BOR Policy Manual - Career Development 8.2.17](#)

The CUL is the institutional professional development program provider for Kennesaw State University and other partner institutions in the USG Professional Development Consortium.

### 3) Team and individual developmental events must have a business purpose

CUL provided events include training, individual and team professional development, strategic management, coaching, meeting facilitation, and other developmental activities. The CUL does not sponsor or arrange social events, or other group activities that are not developmental in nature.

### 4) Participants are responsible for approval for professional development, training time, and training expenditure with their supervisor

The CUL will work directly with business managers to charge for any cost associated with a course. It is the responsibility of the participant to get permission for training time off regular job duties, registration for courses and programs, and the cost associated with those programs

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## 5) Training or developmental meeting hours are paid working hours

*Federal Fair Labor Standards (FLSA) include Attendance at lectures, meetings, training programs and similar activities as working time if any of the following criteria are met:*

- 1) *The training is during normal work hours*
- 2) *The training is required*
- 3) *The training is job related, and*
- 4) *Other work is concurrently performed while training*

[FLSA Hours Worked Fact Sheet](#)

- 1) Training events provided by the CUL occur during regular working hours for KSU employees.
- 2) Training is generally required for individuals or teams as identified by a direct supervisor.
- 3) Content is job related and falls under coaching, strategic management, or individual and team development directly related to the mission and operations of Kennesaw State University.
- 4) Participants involved in professional development programs are often “on call” or available for normal departmental work or inquiries.

## 6) Professional development events may include meals within USG guidelines

*Meals can be provided for non-routine training events during training sessions, where the meeting or training session continues during the meal and the employees are not permitted to leave the premises of the meeting site. The following criteria must be met:*

1. *Providing a meal facilitates having required participants available for training time*
2. *The training event lasts more than 4 hours*
3. *The meal is during the event (not at the start or finish) when participants are present*
4. *The meal request must go through proper approvals and include the following information:*
  - *A statement of the purpose of the event*
  - *A formal written agenda including session times*
  - *A list of attendees with associated departments*
  - *Expected cost per person*
5. *All other State and USG policy guidelines apply: [USG Business Procedures Manual 19.7 Employee Group Meals](#)*

Participants must attend the full session for credit in CUL events. When CUL events are over 4 hours, meals may be provided according to USG policy to provide sufficient training time for participants while minimizing interruptions and disruption of departmental operations.

Meals ordered for CUL events will be charged to the sponsoring department. If attendees are absent from an event where a meal was ordered for them, the department may be asked to reimburse the cost of the meal through funds other than state funds.

Please contact the Center for University Learning at [cul@kennesaw.edu](mailto:cul@kennesaw.edu) or 470-578-3450 for any questions about arranging professional development services for your department. We will be happy to help you arrange a learning event for your team.