Professional Development & Training Event Guidelines

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

1) **Professional development is a part of employees’ performance expectations**

2) **Participants are responsible for obtaining approval for development events**

   “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. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.” *KSU Employee Handbook - Section 6 - Staff Development*

   It is the responsibility of the participant to get permission from their supervisor for training time off regular job duties, registration for courses and programs, and the cost associated with those programs. Training should be part of individual or team development goals and related to participants’ job duties. The CUL will work directly with business managers to charge departments for any cost associated with a course.

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 non-developmental group activities.

4) **Required or approved job-related training 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 required for individuals or teams as identified by their 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 are often “on call” or available for normal departmental work or inquiries.
5) USG policy encourages institutions to provide for developmental activities

“The Board of Regents is committed to the continued professional growth and development of University System of Georgia (USG) personnel. Faculty, staff, and administrators are encouraged to participate in development activities and study… Each USG institution shall commit an appropriate amount of funds for faculty and staff development, which will be matched by state appropriated funds to the extent that funds are available.” BOR Policy Manual - Career Development 8.2.15

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

6) Development events may infrequently include meals within USG guidelines

“Meals may be provided for 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:
- The training event lasts more than 4 hours
- The meal is during the event (not at the start or finish) when participants are present
- The meal request must go through prior approval by the head of the organization
- Expenditures are subject to per diem allowance…”

All other State and USG policy guidelines apply: USG Business Procedures Manual 19.7 Employee Group Meals

CUL training and development events do not typically include meals except for when a department schedules a dedicated event of at least 4 hours, where the meal occurs in the middle of the event, and where all participants are required to be present for the entire period. Departments are responsible for all arrangements and payment of meals.

Please contact the Center for University Learning at 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.

This document contains guidelines for professional development and training events for Kennesaw State University employees. It does not supersede or replace University or USG policy (see links). Please refer to official policies for up to date and official information.