



WNCC Administrative Procedure

Title:	Professional Development Special Activity for Staff
Division:	Human Resources
Category:	Personnel
Reference:	BP-417 (Leave)
Number:	AP-417.02
Date of Approval:	May 12, 2025
Approval:	Greg Dart, President

Purpose

This procedure establishes the process for a member of the WNCC staff to apply for leave to pursue a professional development special activity.

Scope

This procedure applies to all full-time administrative, professional, and support staff.

Definitions

Professional development special activity – An external professional development opportunity that allows full-time administrative, professional, and support staff paid leave to pursue training or a course of study to further their education and to improve their quality of service to WNCC.

Procedure

Up to 12 months of professional development special activity leave may be granted to allow a staff member to pursue external professional development opportunities that

- align with the College's mission, vision, and values
- are tied to the Strategic Plan, and
- improve the quality of services provided to the WNCC community.

It is the employee's responsibility to seek out college courses or other activities that will enhance their career development and align with the mission of the organization and the department.

Professional development can be obtained through accredited degree programs or other recognized training avenues that directly enhance an employee's ability to perform essential job functions while increasing their value and contribution to the organization.

I. Eligibility

Staff are eligible to pursue a professional development special activity with the given conditions.

- a. A member of the staff may apply to pursue a professional development special activity after six years of continuous full-time service.
- b. A recipient of the professional development special activity becomes eligible for another opportunity after an additional six years of continuous full-time service at WNCC, starting from their original full-time start date at the College.
- c. Activities during the professional development special activity must directly align with the College's needs and goals.
- d. No more than 3% of the total number of full-time staff will be approved for this special activity at any given time and subject to budget availability.

II. Application

- a. Applications for a professional development special activity shall be available in the Human Resources Office. The completed form must be submitted by December 19 of the year preceding the fall semester of the academic year in which leave is being requested.
- b. The completed application form shall be submitted to Chief Human Resources Officer, who will oversee the formation of the Professional Development Special Activity Committee.
- c. If an application is not approved at any point during the application process, it shall be nullified, and a new application required for any future requests.

III. Evaluation Criteria and Process

A. Evaluation Criteria

The evaluation of the application for a professional development special activity will include, but may not be limited to, the consideration of the following:

- Alignment with the College's mission, vision, values, and strategic plan
- Value of the experience to students, the College, and the staff member.

- Years of service, time since previous professional development activity, and the staff member's standing with the College.
- Availability of resources and adequate coverage during the staff member's absence.
- Financial resources and impact on the College.

B. Evaluation Process

- The Chief Human Resources Officer will convene the Professional Development Special Activity Committee in January of any given year to review applications received by the December 19 deadline.
- The members of the committee will include the Chief Academic Officer, the Chief Financial Officer, the Chief Human Resources Officer, and the Chief Student Services Officer, or their designee. In addition, the Staff Senate will annually appoint a staff member to the committee.
- The committee reserves the right to reject any or all applications that do not meet the eligibility requirements.
- The committee will forward its recommendations to the President, who will review the application and make a final recommendation to the Board of Governors.
- The Board of Governors will consider and make a final determination on all applications for professional development special activities at its February meeting.

IV. Responsibilities of Staff Pursuing a Professional Development Special Activity

- a. The staff member will remain an active WNCC employee and is subject to all applicable policies and procedures.
- b. The staff member must attend department meetings, either in person or virtually, for the duration of the special activity.
- c. Any changes in the purpose or the terms of the special activity must be submitted in writing to the Chief Human Resources Officer and the President for approval.
- d. The staff member will receive partial compensation while pursuing the special activity, pursuant to the following:
 1. Compensation
 - a) Compensation equal to 50% of the base salary for the duration of the Special Activity shall be payable according to payroll procedures for the College.

- b) While pursuing a special activity, the staff member is not eligible for additional compensation beyond 50% of base salary. This includes any other paid employment at WNCC.

2. Benefits

- a) Benefits the staff member is currently enrolled in will remain in effect through the plan year. Changes may be made only during the open enrollment period from August 1 through August 31 each year. The staff member will be required to complete benefits open enrollment review while participating in the professional development special activity.
- b) Any staff member pursuing a special activity shall commit to an amount of time equal to the standard work week in order to enable and qualify for benefits, including health insurance.

3. Outside Compensation

If a staff member accepts additional compensation from an outside entity during the time frame in which they are pursuing a special activity, and the total sum of the pay – 50% contributed by the College and that amount which is received as additional compensation – exceeds 100% of the base compensation for the year in which the staff member is pursuing a special activity, the staff member shall reimburse the College an amount not to exceed the 50% of the base salary paid by the College (see Figure 1 below).

Any and all additional outside compensation beyond the amount equal to the 50% of the base salary paid by the College earned during the duration of the special activity remains with the staff member.

The amount of the reimbursement shall be based upon a review of the staff member's paystubs from total outside income earned during the time of the special activity with the amount of reimbursement based upon the net income (i.e., gross pay, less withholding taxes, and FICA taxes).

Any outside income earned by the staff member at the time of application for the special activity that continues during the special activity will not be counted in this compensation. Otherwise, additional income, including increases in outside income, earned by the staff member as a result of the special activity or during the time period in which the special activity is pursued shall be included as part of the computation.

The staff member will provide verification of outside income as required by the Human Resources Department.

Figure 1.

	Example 1	Example 2	Example 3
Base Pay	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
College pays 50%	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Outside earnings by staff member	\$ 175,000.00	\$ 65,000.00	\$ 25,000.00
Reimbursement to College	\$ 50,000.00*	\$ 15,000.00*	\$ 0.00
Amount of outside pay retained by staff member	\$ 125,000.00	\$ 50,000.00	\$ 25,000.00

**Adjusted for withholding and FICA*

- e. Within 60 days of completing the special activity, the staff member must submit a report, presentation, or other approved activity to the Professional Development Special Activity Committee and the President’s senior leadership team. This submission must include a summary of the experience; its value to the students, College, and home department; and evidence that the objectives set in the application have been accomplished.

Failure to produce appropriate evidence may result in ineligibility for future activities or disciplinary action.

- f. After completing the special activity, the staff member must remain employed by the College
- For at least one year if the special activity lasts under six months.
 - For at least two years if the special activity lasts for six months or more.
- g. If the requirements established in parts “e” and “f” above are not met, the staff member will reimburse the College for the full costs associated with the special activity, including salary, benefits, and costs to employ temporary staff in their absence.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: May 12, 2025

Revision Date:

Sponsoring Division: Human Resources