

Continuous Learning Program

Purpose:

The purpose of this policy is to establish guidelines for the SwVCC Continuous Learning Program that will enable SwVCC to support the continuous learning goals of eligible employees.

Course Eligibility Requirements:

Courses included in this program must be offered by Southwest Virginia Community College. The courses may be job related or non-job related (credit or non-credit).

Eligible Employees:

Full-time employees, wage employees, and adjunct faculty are eligible. Student workers, including students who are on P-14s are not included.

Number of hours

Employees will be allowed to take up to six credit or non-credit hours of instruction per semester.

Documentation

PeopleSoft will track the courses taken to comply with General Assembly requirements for reporting.

Approval Process:

A form will be used to obtain approval similar to the Educational Aid Request Form currently used for tuition reimbursement. The employee's supervisor and respective V-P will approve the course(s) prior to enrollment.

Registration

Employees are not allowed to pre-register for courses.

Overtime:

Overtime will not be provided for employees taking courses. If the course hours are job related, then the employee may be allowed to take up to three course hours during the normal work schedule provided it does not interfere with the employee's work or departmental duties and with the approval of the employee's supervisor. All course hours taken after the regular scheduled work hours will be on the employee's own time.