ARTICLE 19 - CAREER DEVELOPMENT

19.1 Career Development Program (See Article 15.642 for cross-training information.)

Management and the Federation support Classified employees wishing to pursue career development within the College beyond their current position. The following career development program is intended to support this goal.

19.11 Employees interested in career development are encouraged to explore career interests by discussing these interests with persons familiar with the career, either within the College or outside the college community. Once an employee has identified a career objective and the training needed to reach this goal, the employee should develop a Career Development Training Plan. The Training Plan should be filed with the Staff Employment Office with a copy going to the employee's supervisor.

19.12 The Training Plan should specify the career objective, the training that would be needed to qualify for jobs within their career objective, and efforts they plan to make to prepare themselves for this kind of work. The Plan will also identify positions at the College (filled or unfilled) that are consistent with the employee's career objectives. Employees can receive assistance in developing a Training Plan from the Federation or from the Human Resources Department. Training Plans should be updated periodically.

19.13 Supervisors are encouraged to provide release time and/or a flexible schedule to allow employees to attend training consistent with the Career Development Plan. Employees will be eligible to apply for staff development funds for training consistent with their Career Development Plan.

19.14 Employees who have a Training Plan on file in the Staff Employment Office can be considered for a temporary transfer of up to six months into a vacant position that meets the needs and interests of their career development goals. Temporary positions may also be created to foster access to career development opportunities. Employees can request consideration for such a transfer or position creation. Human Resources may contact the employee that such an opening exists or a supervisor who has an opening may review the Training Plans on file and contact the employee to see if they are interested in exploring the opportunity.

19.15 Career development transfers can be for up to six months. The transfer must be mutually agreed to by the employee's current supervisor and the prospective supervisor. The hiring supervisor must discuss with the employee whether the job meets the criteria described in the Training Plan and the interests and skills of the employee. The supervisor must notify the employee in writing of their decision to place the employee in the new position. If the position is advertised on a permanent basis, the employee must apply for the position. Their experience working in the career development position will be a factor in the selection process.

19.16 While in a career development training job, the employee will receive his/her regular pay. The supervisor of the career development position will give the employee an informal written assessment of their work, including constructive feedback (if appropriate). The employee can return to his/her former position when the career development opportunity has been completed.

19.2 Tuition Waiver

19.21 Tuition shall be waived for a full-time employee, spouse, domestic partner or eligible children who attend credit classes at Portland Community College as follows:
a. Employee: Two credit classes or up to eight credit hours per quarter whichever is greater. However, if the employee's written professional development plan requires more than eight hours of classes in any quarter, the tuition for the additional hours will be waived. A professional development plan means any course of instruction required in writing by an employee's supervisor as part of the employee's development in his/her current position.

Also, an employee with five years of service with the College may receive up to 19 credit hours per quarter for a maximum of two years or six quarters while on approved leave of absence without pay. Such leave will be an exception to Article 17.72.

b. Spouse or domestic partner and dependent children: Up to 19 credit hours per term each up to a lifetime maximum of the credits required to obtain a two-year degree in a College program.

c. The dependent children are those who are under the age of 24 and as defined by the Federal Internal Revenue Service; or, a dependent child who is incapable of self-support because permanently mentally or physically incapacitated and became so before age 24.

d. Classes may be taken with or without credit.

19.22 Tuition shall be waived for the part-time employee who attends classes at Portland Community College for two classes or up to six credit hours per quarter in which the employee is working whichever is greater. If the employee's written professional development plan requires more than six hours of classes in any quarter, the tuition for those additional hours shall be waived. Tuition shall also be waived for partners and dependents of part-time employees, up to six credit hours per term each up to a lifetime maximum of the credits required to obtain a two-year degree in a College program. The dependent children are those who are under the age of 24 and as defined by the Federal Internal Revenue Service.

19.23 Registration shall be in accordance with the College's registration schedule and procedure. Employees shall register during non-working hours.

19.24 Attendance in a class by a Classified employee shall not interfere with the employee's regular duties and responsibilities.

19.25 Tuition waiver students shall not displace tuition-paying students.

19.26 The tuition waiver may be used by an employee, spouse, domestic partner or dependent for CED/CEU courses. The dollar value per term for CED/CEU classes shall not exceed the dollar value of tuition (as approved by the Board) for 8 hours of credit classes.

19.3 The College will provide release time to attend and will pay for all expenses for employer-required training.

19.4 Instructional Assignments for Classified Employees

19.41 Classified employees may receive assignments to teach a class (lower division transfer, professional/technical, CEU, CED or non-credit) under the following circumstances:
19.411 They are part-time employees, the teaching assignment does not conflict with their work schedule, and their number of work hours per week as a Classified employee plus their number of contact hours per week as an instructor do not total more than 40 or 8 hours in a day; or

19.412 The supervisor(s) agree to pay the employee at the overtime rate; or

19.413 The supervisor of the employee's Classified position agrees to "release" the employee for the number of student contact hours he or she will be teaching up to a maximum of two courses per term (or up to 360 hours per year in an intensive modular program), unless release time in excess of the maximum is authorized in advance by the Executive Officer of the employee's Classified position. This "release" time will be unpaid, but will not lower the employee's benefits (e.g., medical insurance payment, vacation time accrual, etc.)

19.42 The regular rate of pay for Classified employees performing instructional assignments will be determined by the Faculty Agreement or the College compensation policies, whichever applies. Any overtime rate will be calculated pursuant to the Fair Labor Standards Act.