EMPLOYEE LEARNING

In keeping with its mission of enriching the community by providing the environment and educational resources for individuals to become lifelong learners, Black Hawk College is committed to the professional growth of its faculty, staff and administrators. Even in this tough economic time when the College is asking for controls on travel it still remains committed to the lifelong learning of its workforce. Our mission implies that each employee commits to, in philosophy and actions, continuous performance improvement and professional growth. This document outlines the professional development expectations for all new and continuing Black Hawk College employees.

Employee Learning: Employee learning activities should directly contribute to an employee's ability to serve the students of Black Hawk College through the enhancement and advancement of his/her professional knowledge, skills and abilities. In response to the states inability to fund community colleges allocating resources to employee enrichment continues to be a challenge. It is expected that in these times of fiscal uncertainty that supervisors and employees look for cost effective approaches to employee learning. These may include during the 2017-2018 fiscal Enrichment & development activities may include, but are not limited to the following:

- Department assessment training
- Classes, sessions and seminars conducted in house and by peers
- Panel/group discussions or forums
- Artistic/cultural events
- Webinars
- Activities that directly contribute to an employee's ability to serve Black Hawk College by the enhancement or advancement of his/her professional knowledge, skills and abilities.

Annual Core Expectations for Full-Time Black Hawk College Employees

All full-time employees are required to complete the following each academic year:

- FERPA Training
- Sexual Misconduct/Title IX Training
- Computer Security and Appropriate Use
- Identified Hazardous Chemical Training
- College Faculty Assembly OR Staff Development
- Individual Professional Development in accordance with job specific duties and responsibilities

In addition to the requirement in the section above:

- Administrators and full-time faculty are expected to participate in the Black Hawk College graduation ceremony
- Supervisors are expected to participate in bi-annual Supervisor Update meetings

Expectations for Part-Time Employees

- a. Annual Core expectations for new and continuing Adjunct Faculty
 - FERPA Training
 - Sexual Misconduct/Title IX Training
- b. Annual Core expectations for new and continuing Part-time Staff
 - FERPA Training
 - Sexual Misconduct/Title IX Training

Completion Tracking Responsibilities

Training/Activity	Responsibility
FERPA	Human Resources
Sexual Misconduct/Title IX	Human Resources
Computer Security and Appropriate Use	Information Technology Services
Identified Hazardous Chemical Training	Risk Management
Job Specific Professional Development	Supervisor Responsible for identifying
	Employee Responsible for fulfill the
	expectations
Post official Staff Enrichment Report in WEAVE CREDENTIALS	Employee

Note: FERPA, Sexual Misconduct/Title IX Training will be completed during the first sixty (60) days of employment.

Employee Learning Report

Name:
Academic Year:
This log is required for all full-time employees. During a meeting with your supervisor prior to the start of the year, please review the

This log is required for all full-time employees. During a meeting with your supervisor prior to the start of the year, please review the professional develop requirements for your position. You are responsible for maintaining an up to date Employee Learning Report in WEAVE Credentials. Present you Employee Learning Report and supporting documentation to your supervisor at the time of your annual performance review.

Part A:			
Required	Professional Development Activities for ALL		Date Completed
	s(FT, PT Regular Instructors, Faculty, Staff,		
Administr			
	New Employee On-Boarding		
	Computer Security and Appropriate Use	(1 hour)	Within 60 days of initial employment and
			Annually- October
	Identified Hazardous Chemical Training	(1 hour)	November, Annually
	Sexual Misconduct/Title IX	(1 hour)	Within 60 days of initial employment, and Annually
	FERPA	(1 hour)	Within 60 days of initial employment and every
			other year
	Job Specific Training/activities* (See Part B)	(6 hours)	
Additiona	l Required Supervisor/Administrator Professional Develo	pment	
Activities			
	Budget Building	(3 hours)	February, Annually
	Finance 101 P-Card & Procurement System	(1 hour)	Prior to issuance of a P-Card
	Payroll Procedures	(1 hour)	
	CQI/AQIP/Unit Planning	(3 hours)	October, Annually
Staff Only			
	Staff Development Day	(6 hours)	March, Annually
Faculty O	nly		August, January, Annually
	Fall & Spring Assembly Day	(6 hours)	
		(16—24	
TOTAL		hours)	

Part B:

Plan for Completing Job Specific Professional Development Requirement Activities:

*Job Specific training is defined by the employee and their supervisor.

Advisor Training AED/CPR Armed Intruder-ALICE Banner Training Bloodborne Pathogens (BBP) OSHA1910.1030(g) CANVAS Course Management Confined Space OSHA1910.146(g) Data Warehouse Training Entering Grades Hazard Communication Training OSHA1910.1200(h) HIPAA Identified Hazardous Chemical Training OSHA 1910.1450(f) Lock Out/Tag Out (LOTO) OSHA 1910.147(7) Mid Term Roster Verification Process OSHA PCI/DSS Credit Card Personal Protective Equipment OSHA 1910.132(f)(1) Powered Industrial Trucks OSHA 1910.178(f) Powered Platforms - OSHA 1910.66(i)(1) Other+ List Print Name: Date: Supervisor's Name: Signature: Supervisors Signature To upload into WEAVE 1. Save Employee Enrichment Report as YEAREER_LASTNAME (2017EER_Malcolm)	Job Specific Training EAMPLES		# hours		
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