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## **Chapter 4: Human Resources**

### **Professional Development Policy**

Adoption: 11/26/06  
Revised: 12/10/08  
Last Reviewed: 5/7/14 (SGC)  
President Approved: 8/28/14  
Next Review Date: 8/28/19  
Authority: Hennepin Technical College  
Custodian of Policy: Chief Human Resources Officer

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#### **POLICY STATEMENT**

It is the College's policy to assist employees in attaining and maintaining the knowledge, skills and abilities to perform job responsibilities and to prepare for career mobility. This policy is based on provisions of the Minnesota Management and Budget (MMB) administrative procedures on employee training and development and on the terms of applicable collective bargaining agreements and is subject to change in accordance with them.

#### **IMPLEMENTATION**

##### **Responsibility**

Responsibility for the implementation of this policy for Hennepin Technical College lies with the Human Resources Director.

##### **Definitions**

- Tuition Waiver – The amount of tuition is waived for a course taken within the Minnesota State Colleges and Universities (MnSCU) system for which the employee has met the eligibility requirements as defined under their collective bargaining agreement or employment plan. (The employee (or spouse/dependent) must follow the online tuition waiver process PRIOR to taking the course to qualify for tuition waiver.)
- Tuition Reimbursement – The amount of tuition is reimbursed to the employee following evidence of successful completion of a course. The supervisor must approve the course(s) to qualify for tuition reimbursement.
- Assigned Training – Training that the supervisor assigns to the employee that is directly job-related.
- Release Time – If the course or training activity takes place during the employee's work hours, the supervisor may allow the employee either to take vacation time or to rearrange his/her schedule to make up the time spent in class. Approval by the appropriate vice president or the president, in addition to that of the supervisor, is required whenever an employee is granted **paid release time** for training or coursework, except for assigned training.
- Pre-approval – All professional development requests for funds require pre-approval. Employees will use the "Request for Approval to Incur Special Expenses" form for this purpose.

##### **Funding**

Supervisors will first assess whether the training can be funded through regular department budgets. If not, the human resources office will fund professional training and development. The priority for funding training and development at Hennepin Technical College will be as follows:

1. *Assigned Training* – All necessary expenses incurred as a result of job-assigned training and job-assigned course work will be paid by the college, and participants shall be granted time off with pay to participate.



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**Policy**  
**4HTC.1**  
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2. *Employee-requested MMB/MnSCU training* – For MMB training, the employee sends a written request to the supervisor. If the supervisor approves, he/she will forward approval to the Human Resources Director. Approval of MMB training will not be unreasonably denied.
3. *Employee-requested workshops/conferences* – With supervisor approval, employee completes registration form and forwards to Human Resources for payment processing. For payment of travel expenses, the employee must complete the pre-travel form prior to travel and submit an employee expense form following travel.
4. *Employee-requested tuition reimbursement* – Employee’s request for reimbursement for up to 100% of tuition may be approved if all of the following conditions are met:
  - Coursework and training is job-related;
  - The employee is not eligible for tuition waiver as per contract language OR the course is not offered within the MnSCU system;
  - The employee has permanent or probationary status and is employed for at least half time;
  - Staffing needs can be met in the employee’s absence if course will be taken during the employee’s regular work day;
  - The employee has supervisory approval and approval from the Human Resources Department PRIOR to enrollment in the course.
  - Verification provided that course has been successfully completed (“C” grade or equivalent).

#### Forms

Employees may request tuition reimbursement using Hennepin Technical College’s “Request for Tuition Reimbursement” form. Forms are available from the Human Resources office or linked below.

#### Links

HTC Request for Tuition Reimbursement form:

<https://s3.amazonaws.com/htccurrent/4HTC-1ProfessionalDevelopmentTuitionReimbursementForm.pdf>

Tuition Waiver reference guide and MnSCU Tuition Waiver Matrix:

<http://www.hr.mnscu.edu/tuitionWaiver.html>

Employee Expense Report and Request for Approval to Incur Special Expense Form:

<https://www.hennepintech.edu/faculty/pages/678>

Employee Pre-Approval Travel Form:

<https://www.hennepintech.edu/faculty/pages/144>

## Request for Tuition Reimbursement

**To be completed by employee:**

Name of Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Course Title: \_\_\_\_\_ Total Cost of Reimbursement: \_\_\_\_\_

Name of College/University Attending: \_\_\_\_\_

Please state if coursework is directly related to your present position and/or reason you feel it would benefit you in your employment with Hennepin Technical College:

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Have you requested and received reimbursement during the current fiscal year (July 1-June 30)?

Yes \_\_\_\_\_ No \_\_\_\_\_ *if yes, please state name of course and total amount of reimbursement received from**Hennepin Technical College:* \_\_\_\_\_ \$ \_\_\_\_\_**To be completed by supervisor:**

Is the above requested course related to the employee's current position, or do you feel it would enhance the employee's career mobility here at Hennepin Technical College?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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This course **is / is not** (*circle one*) scheduled during the employee's regular workday.

If it is, I have approved that the employee:

\_\_\_\_\_ take vacation time while in class or

\_\_\_\_\_ rearrange his/her schedule to make up the time

\_\_\_\_\_ take as paid work time (*if the coursework is not assigned, approval for paid work time must be granted by appropriate VP or the President*)

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Signature of Supervisor\_\_\_\_\_  
Date**To be completed by the Human Resources Office:**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Amount of reimbursement \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources Director\_\_\_\_\_  
Date