

SERVICE PERSONNEL STAFF DEVELOPMENT POLICY AND STAFF DEVELOPMENT COUNCIL

Service personnel staff development should be a continuous, developmental process ultimately based on staff needs to meet county and state goals.

The county board shall schedule annually at least 18 hours of staff development for service personnel. At least 12 of the 18 hours will be scheduled prior to January 1.

In support of its service personnel staff development program, the county board shall make available an amount equal to one tenth of one percent of the amount provided in accordance with WV Code 18-9a-5 and credit such funds to an account to be used by the service personnel staff development council to fulfill its objectives stated herein. The county board shall retain the authority to make final approval for all disbursements and may consider other funding sources.

- A. **Mandatory Hours.** All service personnel shall participate in at least 18 hours of job-related staff development each school year. At least 12 of the 18 hours must be scheduled prior to January 1. Job-related means that programs available to all service personnel are relevant to: a) their areas of assignment; and b) their job classification and job description.
- B. **The Service Staff Development Program.** To promote personal growth and lifelong learning for service personnel, the staff development activities should:
 - Be based on predetermined needs of service personnel;
 - Reflect state and county board of education goals and policies;
 - Include activities which provide for individual as well as group needs;
 - Include individual, school-level and county-level learning opportunities; and
 - Include a systematic evaluation process for the purpose of enhancing future service staff development activities.
- C. **Disciplinary Action for Failure to Obtain 18 Clock Hours of Job-Related Staff Development Each Year.**

There will be ample opportunities for all employees to obtain the mandatory minimum eighteen (18) clock hours of staff development. An employee's failure to obtain this required number of clock hours of staff development may be met with a disciplinary response pursuant to W. Va. Code §§18A-2-7, 18A-2-8, including but not limited to suspensions without pay and termination.

Service Staff Development Council

The service personnel staff development council shall prepare for review and approval by the county board of education an annual budget that details all expenses and revenues including staff support. Any funds remaining in this account at the end of the fiscal year shall remain in this account and be used solely for service personnel staff development. The county board of education will have final approval for all disbursements. The county board may choose to use other funding sources for additional staff development.

The county superintendent or his/her designee shall hold an advisory nonvoting role on the service personnel staff development council.

In accordance with WV Code 18A-3-9, the service personnel staff development council shall be comprised of 2 employees from each of the following 6 categories of employment: secretarial, custodial, maintenance, transportation, school lunch, and aides.

Service personnel may be nominated to serve on the service personnel staff development council by persons employed in the 6 categories of employment mentioned above. These nominations shall be sent to the county superintendent who shall prepare and distribute ballots. Service personnel shall vote only for council members to represent their employment category. For example, the ballot for aides will contain only the names of nominated aides and only aides will vote on which aides will sit on the council.

Membership shall be on staggered three (3) year terms and no council member may serve more than two consecutive terms.

Any regional education service agency at the direction of its directors shall cooperate with the service personnel staff development council in providing staff development activities.

Individual service employees, in concert with their immediate supervisors, may develop an individual staff development plan to be used in implementing his/her staff development activities. An employee's performance evaluation must be used in this process. However, the employee's evaluation remains confidential.

The county superintendent or his/her designee shall: supervise the development of staff development program objectives by the service personnel staff development council; coordinate the implementation of the staff development plan; disseminate information concerning program objectives, locations and time, prerequisites, and other pertinent information about staff development offerings to all service personnel in the county; and maintain records of enrollment, attendance, scheduling, and evaluation of each staff development activity.

The proposed program for service personnel staff development shall be approved by the county board prior to its implementation.

Every 3 years the service personnel staff development council shall evaluate the effectiveness of the service personnel staff development program and activities in meeting the needs of county service personnel. For the purposes of this paragraph, a "year" shall run from July 1 through June 30 each school year.

Legal Reference: WV Code 18A-3-9; West Virginia State Board Policy 5500.02

Adopted on August 24, 2011