

CHAPTER 6

Employee Development

Policy

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CHAPTER 6

EMPLOYEE DEVELOPMENT

Policy

Section 6.1 Policy Statement

James City County values employees who demonstrate high standards of excellence, efficiency, and commitment to service. To achieve this, James City County supports broad involvement, learning and information sharing. James City County supports activities that promote employee development and provides assistance within available resources.

Section 6.2 Guiding Principles

- A. The opportunity for employees to participate in development activities is essential to achieving the County's mission and is an important tool for recruiting and retaining a quality workforce.
- B. It is a joint employee and County responsibility to review and assess employee performance and development needs on a regular basis and to establish and implement a Development Plan to meet those needs.
- C. The County supports a variety of development activities, including those that address current job needs, help develop the necessary skills to perform other jobs within the organization, and prepare employees for advancement opportunities. In allocating available resources, the priority is to support activities that assist employees in performing their current job.
- D. Employees participating in development activities should share and implement their ideas where appropriate. Supervisors are encouraged to discuss with employees skills learned through development activities and to provide opportunities for employees to use and to share acquired skills and ideas.

Section 6.3 Definitions

- A. Employee Development Activities include, but are not limited to: learning opportunities such as on-the-job training; mentoring; internships; job swaps; challenging assignments; college classes; courses of study leading to certificates, diplomas, or degrees; conferences; institutes; workshops; seminars; self-study; correspondence courses; testing for and receiving job or promotion-related certifications; video and audiotapes; and computer

and satellite-based learning. The supervisor and employee select the optimum method for attaining the knowledge or skill identified.

- B. Employee Development Plan is developed during the employee's performance evaluation by the supervisor and employee, and identifies learning objectives, needed Knowledge, Skills, and Abilities (KSAs), and opportunities to acquire KSAs through various activities. Although an individual needs to possess the minimum qualifications for a position before being hired, the County recognizes that job requirements change due to changes in legislation, regulations, and scope of duties, technology, and other factors.

- C. Employee Development Assistance is a subsidy of the costs associated with participation in development activities, and may include, based on the activity, full or partial payment of fees, tuition, tests, certifications, travel costs, books, materials or time off. Employee development activities must be satisfactorily completed or full or partial repayment may be required. Certain activities may require a signed agreement to reimburse the cost of the course to the County if the employee voluntarily leaves employment. Funds for employee development assistance are identified in the approved budget.

- D. Tuition Assistance is one category of development assistance. It is an advance or reimbursement of tuition costs only, for a course or degree program offered by an accredited high school, junior or community college, university, technical, vocational, or trade school. This category of assistance may be covered by separate IRS rules.

Section 6.4 Eligibility

- A. Employee Development Activities

All employees are eligible to participate in development activities.

- B. Tuition Assistance

Employees in full- and part-time permanent and limited-term positions are eligible for tuition assistance.