Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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1. **Purpose:**

To establish procedures necessary for implementing the training and development articles contained in collective bargaining agreements governing the employment of civil service employees, where such training involves the enrollment of civil service employees during normal working hours in Windward Community College courses.

2. **Policy References:**

The various collective bargaining agreements between the University of Hawai‘i (Employer) and civil service employee representatives (Unions) establish the broad current University policy. Employees should read the appropriate articles in their bargaining agreements to understand the training benefits available.

3. **Procedure:**

   a. **Courses taken during normal duty hours:**

      1) An employee in consultation with her/his supervisor, and prior to registering for a course at Windward Community College, first must jointly identify job-related training needs.

      2) Once job-related needs are identified, the employee must prepare a written plan (Form 2-1A) which describes the training to be undertaken to meet those needs. That plan must have the formal approval of the employee's supervisor before it can be supported by the granting of time away from normal work hour responsibilities.

      3) When the approved training plan involves taking a course for credit during normal working hours, the supervisor will determine that the normal operation of the office in which the employee is located will not be disrupted by the employee's absence before granting the employee permission to enroll.

      4) An employee may register for the approved course at the same time as regular tuition-paying students, following the published alphabetical order for the registration of students, when conditions 1, 2, and 3 are met.

   b. **Courses taken during non-duty hours:**

      The employee may register for other courses not taught during normal work hours and not in the approved plan in either of two ways:

      1) Add the course during late registration (and possibly have tuition waived).

      2) Enroll in the course during regular registration (and pay the tuition and fees required for the course).

4. **Effective Date:**

   This policy guideline is effective as of August 1, 1995.

   [Signature]

   Peter T. Dyer
   Provost
WINDWARD COMMUNITY COLLEGE

TRAINING PLAN WORKSHEET
FOR CIVIL SERVICE EMPLOYEE

Name of Employee ________________________________ Office __________________

Name of Supervisor ______________________________ Title ____________________

Date this training plan prepared: ________________________________

TRAINING PLAN:

Brief description of job-related training needs:

Methods for achieving training needs:

Time schedule for achieving training:

Approval of Supervisor: _____________________ Date Approved: __________