

Workforce Solutions of Central Texas
Employee Professional Development System
Highlights of the System

- A minimum of 25 hours of staff development is required each appraisal year
- Staff should maintain the documentation of the training and submit it as part of their significant accomplishments
- Incentive bonuses are allowable only to staff who attain the 25 hour requirement. This is a qualifier for an incentive bonus but this alone does not earn you an incentive bonus.
- Certificates or other training documentation will be issued for all in-house training that fits the definition of staff development
- 25 hour requirement will begin with 2019 appraisals
- Documentation of professional development training begins in 2018
- Menu of Training Opportunities list common training venues in our organization
- Training for team-related functions which are specific to a team or a team member in order for them to do their job is not counted in the 25 hr professional development requirement. Examples: a new staff is hired, the training they go through to learn their job is not counted; new policies or procedures are written and training is given to go over this. The knowledge is required in order for you to do the everyday functions associated with your job.

Menu of Training Opportunities

Number of hours for each is equal to the actual number hours of training received unless otherwise noted

- Workforce Forums
- Conferences – sessions attended
- TWC Training- classroom and on-line
- System Orientation Training
- Greg Newton Training or other training brought on site
- Camp Workforce
- Work In Texas Training
- TWIST Training
- Family Violence
- Limited English Proficiency Training
- Disability Sensitivity Training
- Audio/Video training
- College Courses – (3 hours per course)
- On-line courses – such as diversity, ethics, technology
- Customer Service Training
- Quality Application Training
- Mini Training Sessions
- Computer Tutorials
- Prove-It Tutorials (5 hrs for each class)
- NWI Training
- Staff Led Training
- Participation in Cross Functional Teams other than your own functional team. You must be acquiring new skills as part of this. (3 total hrs for the year)
- Others as approved by your Administrator – must be worked related

Examples of document of training:

Certificates of completion

Agenda

Grade report/transcript (college or on-line courses)