POLICY:

ICCB requires that all adult educators receive a minimum of six hours of professional development training each fiscal year, which runs from July 1st through June 30th. The purpose of this policy is to enable adult educators to effectively meet the critical needs of students and to enhance student learning achievement. Professional development activities assist adult educators in improving their understanding of philosophies, methods, materials, and the latest research in their profession.

The following policy is proposed under the collective bargaining agreement between the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506 Article VI, Section 5: Rules of Conduct, which states, “The Board may establish reasonable rules of conduct. The Union shall be notified of such rules at least twenty-five (25) days in advance whenever reasonably possible, which shall also be made available for employee inspection at each President’s Office and at each Learning Resource Center.”

Each adult educator must demonstrate that he or she has earned six hours of ICCB mandated professional development during each fiscal year. Adult Educators who have not completed the six ICCB mandated professional development hours before the start of the summer term shall be given timely notice that they are in danger of being out of compliance and will not be assigned to teach the following fall term unless they provide proof of having fulfilled the required hours by the end of the current summer term. The Adult Educator will not be reinstated to teach at City Colleges until he or she provides proof of having fulfilled the required hours from the previous fiscal year by the end of the current summer term.
In accordance with this policy, management will:

- Provide and promote ample opportunities for both on campus and off campus professional development.

- Maintain records of professional development activities attended by adult educators in paper files and in the PeopleSoft System. (The Adult Educator is responsible for submitting records of attendance in professional development activities to management in a timely manner.)

- Provide timely notice of failure to accrue the required hours and of termination of assignment due to a failure to comply with this policy.

- Comply with the requirements of the collective bargaining agreement of the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506, Article VI, Section I: Staff Development.