

**Professional and Organizational Development/Training**

Date Adopted:	7/9/1985
Date Revised:	4/9/2019
Date Reviewed:	12/16/2025
References:	Education Code Section 88013

The Board of Trustees directs the Superintendent/President to establish rules and regulations that shall provide for in-service training and release time for employees when such training or release time will directly result in the improvement of the knowledge, skills, and abilities of employees in the performance of their duties for the District or compliance with federal or state regulations.

Training, staff and organizational development may be provided subject to the District's financial capabilities. The cost incurred for training and development will be derived from individual departmental budgets or from the District's professional and organizational development budget.

The Superintendent/President is authorized to assign employees to in-service training. Such in-service training shall be considered a portion of an employee's normal work day, when the objectives of the training of the personnel is to enhance the employee's job performance.

Administrative procedures shall be developed for application and approval for release time and in-service training.

See Administrative Procedure 7800.