



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Professional Training	DK - II	4	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Professional Development	DK	08/26/2025

McLennan Community College is committed to training, education, and developmental activities for its employees. MCC encourages the use of training and career opportunities programs in accordance with equal employment opportunity principles and in compliance with regulatory and policy requirements. MCC seeks to increase the efficiency and effectiveness of operations by developing its employees within the limits of its available resources through establishment and operation of needed training programs; and employee participation in other training opportunities. Employees should be trained using the most cost effective and efficient internal and external training resources.

If McLennan Community College resources are to be used for professional training of an employee and the College anticipates investing a significant amount for registration and/or travel reimbursement, the Employee and MCC will complete an Agreement for Professional Training document prior to the commencement of such training. The Dean and/or appropriate Vice President or the President will determine whether an agreement is necessary and will designate on the college's travel form (see D-III-b Travel Approval/Reimbursement Request form).

When MCC agrees to provide leave, and/or pay for professional training for an employee, the Employee agrees to devote reasonable time and effort to the satisfactory completion of such training in a diligent and conscientious manner. Providing this training does not constitute a contract of employment between the College and the Employee, nor does it create a reasonable expectation of continued employment for the Employee.

In exchange for such training, the Employee agrees to utilize the skills and knowledge acquired through such professional training exclusively for MCC for at least one-year. The appropriate Dean or Vice President will determine minimum service required. This period will commence upon completion of the training and is subject to continued satisfactory performance as determined by the College.

If the Employee terminates employment for any reason prior to the end of the designated period (unless such cessation is mutually agreeable), the Employee shall repay to the College a pro rata portion of an amount stated in the Agreement for Professional Training within 30 days of the last day of employment unless another repayment schedule is agreed upon by both



parties. If the President determines reasonable cause for resignation, the College can forgive repayment.



AGREEMENT FOR PROFESSIONAL TRAINING

McLennan Community College and _____, an Employee of MCC, hereby agree that MCC will pay for the Employee to receive professional training on the following terms and conditions:

1. MCC has determined that additional professional training for the Employee as described in Paragraph 2 below will provide a direct educational and/or economic benefit for the College. Therefore, the College agrees to provide professional training at an estimated total cost of \$_____.
2. The Employee hereby agrees to undertake the following professional training, to be paid by the College as provided in Paragraph 1, and to devote reasonable time and effort to the satisfactory completion of such training in a diligent and conscientious manner:
Description of activity:
3. The Employee agrees to serve as an employee of the College and will utilize the skills and knowledge acquired through such professional training solely for the benefit of the College, during the period from _____ to _____, subject to continued satisfactory performance as determined by the College. The Employee will not compete with the College by using the skills learned for financial benefit during the period of employment. If the Employee ceases to be an employee of the College for any reason prior to the end of the designated period the Employee shall repay to the College a pro rata portion of the amount specified as a Total in Paragraph 1 of this Agreement. Such repayment is to be made within 30 days of the last day of employment unless another repayment schedule is agreed upon by both parties. Reasonable cause for cessation of employment at the College President's discretion may allow for such repayments to be forgiven.
4. This Agreement does not constitute a contract of employment between MCC and the Employee, nor does it create a reasonable expectation of continued employment for the Employee.
5. This Agreement shall be interpreted in accordance with the laws of the State of Texas. Venue for any dispute regarding the interpretation or enforcement of this Agreement shall be McLennan County, Texas.



6. This Agreement is executed in triplicate originals, one (1) copy for the College, one (1) copy for the Employee, and one (1) for Human Resources.

Dean/Vice President

Employee

Date _____