

123 – PROFESSIONAL DEVELOPMENT

- A. The Court System supports the continued professional development and education of an employee as a means of providing an employee with the skills necessary to fulfill the employee's duties.
- B. Training
1. The professional development of an employee is encouraged through attendance and participation in approved meetings, classes, seminars, workshops, conferences etc. As training and development opportunities become available, employee participation may be requested or required as determined by the employee's supervisor.
 2. In-State Training

The employee's supervisor will determine that the training is related to the employee's job duties and forward the request, along with the supervisor's recommendation, to the appointing authority.
 3. Out-of-State Training
 - a. The employee must submit an [authorization for out-of-state travel](#) form to the employee's supervisor.
 - b. The employee's supervisor will determine that the material is not otherwise available in-state and that the training is related to the employee's job duties. The supervisor must consider the educational needs of the position and previous attendance at out-of-state programs prior to making a recommendation and seeking approval of any request from the appointing authority.
 - c. If approval is recommended and is outside the budget guidelines for the biennium, the appointing authority will submit the travel request to the Chief Justice for consideration.
 - d. The training may be fully funded, partially funded, or not funded as determined by the appointing authority and Chief Justice based on available funding and priorities. If the training is not funded, a decision as to time off with pay to attend the program will be indicated in the event that the employee desires to provide personal funding.

Approved by the Supreme Court 4/1/12; amended 1/8/14 effective 2/1/14