



TOWN OF WELLESLEY

MASSACHUSETTS

## HUMAN RESOURCES DEPARTMENT

Town Hall  
525 Washington Street  
Wellesley, MA 02482

781.431.1019 ext. 2244  
781.431.8643 fax  
[jliburd@wellesleyma.gov](mailto:jliburd@wellesleyma.gov)

### Professional Development Courses – Guidelines and Procedures

The Human Resources Department and MassBay Community College have teamed up to offer non-credit personal and professional development courses at no cost to Town of Wellesley employees. **Applications must be submitted directly to Joanne Liburd ([jliburd@wellesleyma.gov](mailto:jliburd@wellesleyma.gov)) to be considered.**

- Approval is based upon available funding, prior courses taken, enrollment criteria of each course, and completion of prior courses.
- This year, we are offering **online** courses only (due to the pandemic) and funding is limited.
- Participation in this program is voluntary and is available to any permanent Town of Wellesley employee, pending approval by the supervisor and available funding.
- There is no cost to the employee for tuition, fees or course materials. The employee is responsible for other costs, including but not limited to parking, food, and other non-approved courses.
- Failure to complete a course, obtain a passing grade or attend classes will disqualify employees from participating in future programs.
- All course applications are subject to the approval of the Director of Human Resources. If the course is scheduled during the employee's normal working hours, the employee must have prior approval from their Department Head before submitting the application to Human Resources.
- If a Department Head requires a non-exempt employee to attend a position-related program, the time spent in attendance shall be counted as time worked. Time spent by an employee on the employee's own initiative to take any program is not counted as "hours worked". However, if the non-exempt employee is required to take a program, then program hours must be counted as "hours worked" for Fair Labor Standards Act purposes.
- If there is a non-credit course that an employee is interested in attending that is not listed on the catalogue, please contact Human Resources for approval.
- These policies do not replace, add, subtract, alter or change any educational or professional development clauses contained in a collective bargaining agreement.