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Personnel Policies for Staff Members

Employee Development

50. Professional Development
January 1, 2006

A. GENERAL
The University supports both career-related and job-related professional development activities. It is expected that employees and supervisors meet at mutually agreeable intervals to discuss professional development issues. Department heads may support an employee's request to participate in a development program by approving flexible or alternate work schedules, leave without pay, leave at full or part pay, full or part payment of fees and expenses, and temporary or part-time reassignment in another department, provided that:

1. the employee has completed the probationary period, if required, and
2. the employee's performance is satisfactory or better.

Required Program Attendance. When a department head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel, and per diem, shall be paid by the department.

Continuing education courses for the maintenance of State licenses which are a requirement for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.

B. PROFESSIONAL DEVELOPMENT LEAVE
An employee who wishes to request professional development leave shall develop a plan in accordance with local implementing procedures for approval by the department head. Upon approval of the department head, a regular status employee whose performance is satisfactory or better is eligible in general for 80 hours (non-exempt) or 10

workdays (exempt) paid release time per calendar year for professional development.

The department head shall approve the leave subject to scheduling, staffing, and budget considerations.

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50. Professional Development - Universitywide Procedures
January 1, 2006

Local procedures shall be implemented in accordance with the following Universitywide Procedures.

A. PROFESSIONAL DEVELOPMENT ACTIVITIES AND ELIGIBILITY
Professional Development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meetings; and participation in professional and technical associations.

To facilitate an employee's participation in professional development activities, the department head may approve: flexible work options such as alternate work schedules; a period of paid or unpaid leave; partial or full payment or reimbursement of training expenses; or a temporary or part-time work assignment in another department.

An employee must meet the following requirements to be eligible for Professional Development activities:

Completion of the probationary period, if required, and
Job performance that is rated as satisfactory or better

In approving Professional Development activities, the department head considers scheduling, staffing, budget, and other related considerations.

B. PROFESSIONAL DEVELOPMENT LEAVE
To propose a professional development leave, the employee and his or her supervisor develop a mutually agreed-upon, written plan describing the proposed activity.

The employee submits the plan to the department head for approval, in accordance with local procedures. The written development plan may address the following issues, as applicable:

A description of the activity or activities to be undertaken by the employee during the leave period
The requested period of time for the activity (provide dates or the range of time)

The relation of the activity to the employee's current job responsibilities
How the activity may assist the employee's transition into future UC career-related positions
The quality of the particular training activity, as compared to similar activities available to the employee, and/or an assessment of the reputation and reliability of the institution, organization, or other sponsor who will provide this activity
The relation of the activity to the department's mission and goals
A statement on the relative importance of this activity to the overall needs of the department and available resources
The impact, if any, on employee workload and other employees in the department

In approving a Professional Development leave, the department head considers the proposed duration of the leave and scheduling, staffing, and budget considerations.

C. GUIDELINES FOR GRANTING LEAVE
The amount of leave to be granted depends upon the specific requirements within the individual professional development plan.

In general, exempt employees may be granted 10 workdays of approved paid release time annually, and non-exempt employees may be granted 80 hours of approved paid release time annually.

Professional Development leave for an eligible part-time employee is pro-rated based on appointment percentage.

D. DOCUMENTATION
A copy of the approved development plan is placed in the employee's personnel file.

Applicability: All Staff Members