

I. Summary

The University of California, Riverside (UCR) is committed to the development of employees and supervisors. UCR 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 and developmental issues. This local procedure will help employees and supervisors navigate through the process.

II. Related Policies and References

[Personnel Policy 23](#) – Performance Appraisal

[Personnel Policy 30](#) – Compensation

[Personnel Policy 50](#) – Professional Development

[Personnel Policy 51](#) – Reduced Fee Enrollment

III. Definition

- A.** Career-related Programs – are related to the development of skills, knowledge, and other qualifications which prepare an employee for additional assignments or positions within the university for which the employee, in the judgment of the department head, has some reasonable chance of attainment. For example, training in quality service skills is a career-related program for an employee whose current position does not include customer service responsibilities but who is interested in competing for future university job openings, which require customer service skills and knowledge.
- B.** Educational Enrichment Programs – are related to an employee's avocation or career talents outside the university and are not related to university positions for which an employee might, in the judgment of the department head, be an effective competitor.
- C.** Position or Job-related Programs – are directly related to the work assignments or conditions of the employee's current position. For example, training in quality service skills is a position-related program for an employee whose current position includes customer service responsibilities.

IV. Policy

It is the policy of the university to provide assistance and support to staff employees to increase the effectiveness of their performance in their present university positions, as well as to encourage employees to obtain skills, knowledge and abilities, which may improve their opportunities for career advancement within the university. This policy stems from the view that professional development and continuous learning are necessary to maintain the quality of the university staff and their continued readiness and ability to contribute effectively to the mission and goals of the university.

A. Scope

For purposes of this procedure, professional development programs and activities may include but are not limited to opportunities for on-the-job training, cross-training, coaching, internships,

attendance at courses, seminars, conferences, institutes, lectures, meetings, workshops 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.

B. Eligibility

1. An employee is eligible for position or job related programs and activities if the employee has completed their probationary period, if required, and their job performance is rated as satisfactory or better.
2. Any employee, whether in a career or limited position, is eligible for position-related programs.
3. Regular status employee in a career position is eligible for career-related and educational enrichment programs.

C. Guidelines for Time Spent in Professional Development

The amount of time spent on professional development programs will vary with the individual employee. The amount of leave to be granted depends upon the specific developmental activity. As a guideline, 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.

D. General Provisions

1. Criteria for Determining Departmental Support

The department head, in consultation with the supervisor shall determine whether, and the degree to which, an employee's participation in a professional development activity shall be supported by the department. In making this determination, the department head shall consider:

- a. the employee's need for development as reflected in the individual development plan (IDP) and the employee's career goals;
- b. needs and resources of the department;
- c. advantages one type of development activity has over the other types available;
- d. professional development needs of other department employees; and
- e. the effect of the determination on workload and other employees.

When participation in a professional development activity requires attendance during the employee's normal work schedule, prior approval by the department head is required.

2. Time Worked

When time in attendance is not approved as time worked and the activity is unavailable outside normal working hours, the department head is encouraged to provide the employee the opportunity to participate by arranging an alternate work schedule to make up the time in attendance.

The department head may approve an employee's attendance at position-related or career-related programs as time worked. When a department head requires an employee to attend a position-related activity, the time spent in attendance shall be counted as time worked. However, when an individual is hired with the understanding that specific additional training is to be obtained or completed, that individual may be required to participate in such training on

off-duty time. An employee's participation in educational enrichment programs shall not be counted as time worked.

E. Compensatory Time

Time spent by an employee on the employee's own initiative to take any development program is not counted as "hours worked" even if the program is position-related. However, if the employee is required to take a development program, then program hours must be counted as "hours worked" for Fair Labor Standards Act purposes.

F. University In-Service Training and Development Opportunities

The Human Resources Employee Organizational Development (EOD) department offers courses and programs designed to meet the diverse knowledge and skill or competency needs of UCR employees during work time. As a general policy, such courses and programs are considered as actual hours of work.

G. Reimbursement

1. If the professional development program or activity is related to the employee's existing position or one to which the employee is to be promoted, and the university requires the employee to attend because of departmental needs, the benefits are:
 - a. UC reduced fee enrollment benefit for courses, if applicable;
 - b. a 100% reimbursement of course fees and books at the beginning of the course;
 - c. out of city travel expenses paid in accordance with university travel regulations, if applicable;
 - d. all time in the course is considered time worked and subject to the provisions of UC Personnel Policies for Staff Members (PPSM)-30: Compensation and UCR Local Procedure 30.
 - e. an alternate work schedule may be developed subject to local implementation provisions of UC PPSM-30: Compensation.
2. If the professional development program or activity is position-related or career-related, and there is mutual agreement that the employee attends, the possible benefits are:
 - a. UC reduced fee enrollment benefit for courses, if applicable;
 - b. up to 100% reimbursement of fees including outside of the UC, upon evidence of satisfactory completion of courses or a minimum grade of C; and
 - c. an alternate work schedule may be developed subject to the local implementation provisions of UC PPSM-30: Compensation. All time in the course is not to be used in computing premium overtime.
3. Courses that may be required to obtain an undergraduate or graduate degree, but are not position-related or career-related, or for courses which may broaden perspective, the possible benefits are:
 - a. UC reduced fee enrollment benefit for courses, if applicable; and
 - b. an alternate work schedule may be developed subject to the local implementation provisions of UC PPSM-30: Compensation. All time in the course is not to be used in computing premium overtime.
4. Courses offered by other public or private educational institutions may be reimbursable.

V. Procedures

- A.** The employee and supervisor should jointly discuss professional development goals, review available opportunities, and determine applicable benefits identified by the Human Resources Employee and Organizational Development unit and in accordance with PPSM and UCR Local Procedure 50: Professional Development and 51: Reduced Fee Enrollment.

Discussions about professional development goals may occur at any time during the performance review cycle and should occur as part of the annual performance appraisal. The supervisor and employee may jointly formulate an [Individual Development Plan \(IDP\)](#) to work collaboratively to build on the employee's effectiveness in performing the current university position and/or prepare the employee for future positions.

- B. When requesting professional development leave, the employee must have a current, approved IDP in place. If a professional development activity is not on the current IDP, then an addendum must be completed and submitted to the supervisor and department head for approval.

VI. Responsibilities

A. Employees

1. Have the primary responsibility for their own professional development.
2. Make professional development interests known to their supervisors.
3. Initiate requests to participate in programs relevant to the development goals identified jointly with their supervisors.
4. Attend and participate in the development activities as approved or required by their supervisors/department heads.

B. Department

1. In consultation with Human Resources as appropriate, assess employee professional development needs.
2. Approve/deny development requests of employees in consultation with supervisors.
3. Consider employee development in budgetary planning.
4. Ensure performance appraisals of employees include a discussion of educational and development objectives as appropriate.

C. Human Resources

Assess campuswide development needs and based on availability of resources, sponsor appropriate development programs.