

	POLICY – IT Professional Development Policy	No. 2010-3	Rev. 5 Apr 2010
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		Authors:	Heidi Munk, Edd Ramer, Michael Buzon, Cassie Winchester, Mark Spencer, Russell Paige, Todd Wang, Mark Buxton. Levi Slade
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I. DEFINITIONS

Types of Training

Job Related: Any training taken to improve your job knowledge. This could include training for a new position.

Non Weber Sponsored: Any training not sponsored by WSU or held on WSU property.

Examples, University of Utah classes held at the WSU Davis campus, WSU classes held at Clearfield High School

Weber Sponsored: Any training sponsored by WSU or held on WSU property. Examples: WSU classes held at WSU Davis campus, Universities within Utah holding classes on WSU Ogden campus

Classroom: Any training held at a specified time and place with a dedicated instructor

Self Study: Any training held at the pace of the trainee. Examples: DVD, video, computer based instruction, books

Online: Any training conducted over the Internet. Examples: webinars, webex tutorials

Conferences: Any training held at a specified time and place conducted as an open forum. Examples: Novell's BrainShare, BlackBerry WES, NISST, The CIO conference

Job Shadowing: Any training received by following or being trained by a co-

worker while they perform their job with the intent of learning the co-worker's job. Job Shadowing is also known as Employee Cross Training

Personal Development: Any training taken to develop new skills not directly related to your job.

Examples: fitness classes, history classes, basket weaving classes

Internships: Any training received by performing duties related to your job but not for WSU.

Example: taking a sabbatical to work for private industry in your field, i.e. networking

Deliverables

Deliverables can be materials obtained from the professional development activities. Some of the required documentation would suffice as deliverables. (For example, in the case of training, the training plans, materials, notes, handout, electronic presentations, etc). Employee happiness, self-esteem, job performance enhancement as result of such development activities are also deliverables.

II. POLICY

Professional Development Training

All professional developmental training needs to be discussed with your supervisor. If the training is to take place during your work hours, it will require your supervisor's approval. If the training is to take place during your non-work hours, the supervisor will be aware of it and can work things out if a conflict should arise.

Employee Cross Training

Employee Cross Training is designed to assist professional employees increase the effectiveness of their performance in their present University positions; and to encourage and provide opportunities for employees to obtain skills, knowledge and abilities which may improve their chances for career advancement within the university. Training may allow employees to be minimally qualified for the position in which they are cross-training.

III. PROCEDURE

The employee has the primary responsibility for individual career development and should, therefore, make career interests known to the supervisor and initiate the request to participate in the Employee Cross Training Program.

There is no promise of compensation or extra employee benefits to the participant.

Training is designed to:

- a) Help employees acquire and enhance skills, knowledge, and abilities;
- b) Enhance employees' opportunities for mobility and advancement within the university.
- c) Provide managers with an opportunity to increase the diversity of their own work units.

Guidelines

Eligibility: Professional employees, with satisfactory performance or better, at least one year of service and with the permission of his/her supervisor.

Approval: Training must be approved by the employee's supervisor and department head; by the supervisor and department head of the department in which the training will occur.

Length of Training: The length of training will be determined by the type of training or in the case of cross training, a time period agreed upon by the employee, supervisor and the person doing the cross training.

Planning for Training

General Training: Any training which the employee desires to attend should be presented to their supervisor, manager or department head in the form of a document showing the training event and its classes, the Taking Classes form or the form for the Wellness program.

Application for Cross Training: The process of applying for cross training is a joint venture involving the employee, his or her supervisor and department head, and the supervisor and department head of the department providing the training.

Staff Development Grant Application: Some training is high enough cost that supplemental funding may be needed and be applied for by requesting a Staff Development Grant. The employee using this type of funding is subject to the

requirements of the grant program in addition to being required to complete the departmental requirements for the training. This training is available to all staff with the exception of executives, students, and faculty.

Documentation of Professional Development

Deliverables

All employees should document the professional development activities he or she participates in. This can include the training report, training materials, SnackBytes presentation, registration confirmation, personal goals as reflected in a performance evaluation program, or other documentation that serves as proof of participation. In the case of travel to a training or conference, the travel logs maintained by the P-card reconciler are also considered documentation for this purpose.

Documenting Training

Documentation should include the following steps:

- a) After training, the attendee should fill out the necessary paper work.
- b) The attendee is to give the completed paperwork to the Office Specialist
- c) The Office Specialist files the report electronically on a drive to which the VP of IT has access.
- d) If there was travel involved, the office specialist copies the report, attaches it to the travel info, and files them together with the P-Card statements
- e) The Office Specialist files a paper copy of the report in the employees personnel file.
- f) Personal training, online training or classes should be documented in the notes section of the PREP.
- g) A follow-up interview during the annual PREP process or semiannual PREP goal review should be completed are part of the completion of the documentation.

Forms for Completing the Required Professional Development Documentation

<http://weber.edu/itprofessionaldevelopment/forms>

Staff Development Grant

<http://weber.edu/staffdevelopment>