I. REFERENCES AND RELATED POLICIES
   A. UC PPSM 12 - Nondiscrimination in Employment
   B. UC PPSM 14 - Affirmative Action
   C. UC PPSM 23 - Performance Appraisal
   D. UC PPSM 31 - Hours of Work
   E. UC PPSM 32 - Overtime (Non-exempt employees only)
   F. UC PPSM 34 - Incentive Awards
   G. UC PPSM 43 - Leave of Absence
   H. UC PPSM 50 - Professional Development
   I. UC PPSM 51 - Reduced Fee Enrollment

II. 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. Responsibilities
      The employee has primary responsibility for individual professional development; however, the employee and supervisor should jointly discuss the employee's professional development goals. To participate in a professional development program, the employee will make a development interest known to the supervisor, or based on discussions of professional development goals with the supervisor, will initiate the request to participate in a relevant program(s).

      The supervisor and the department head, when appropriate, shall review the employee’s proposal, discuss it with the employee, determine the feasibility of the request, and provide support and assistance to the employee in accordance with University policy and the following sections of these Procedures.

      If appropriate, the supervisor shall refer the employee to the Human Resources Department for additional assistance.

      The department head and supervisor, in consultation with the Assistant Vice Chancellor - Human Resources, or designee, as appropriate, shall assess employee professional development needs, consider employee professional
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development in their budgetary planning, and assure that performance appraisals of employees include educational and development objectives, when appropriate.

The supervisor and department head are encouraged to maintain an environment, which facilitates employee professional development, and to consider future staffing requirements and the professional development needs of employees who may be able to fill these future positions.

The Human Resources Department shall assess campuswide development needs and, based on availability of resources, shall sponsor appropriate development programs.

B. Scope
For purposes of this Policy, 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.

C. Guidelines for Time Spent in Professional Development
The amount of time spent on professional development programs will vary with the individual employee. For example, a new employee may require a greater amount of time spent on professional development than an employee who has a longer tenure in a position. As a guideline, four percent of the total working hours available for each employee is suggested for professional development. For a full-time employee, this will be approximately six and one-half hours per month.

D. Definitions
Programs shall be classified as position or job related, career-related, or educational enrichment based on the judgment of the department head in consultation with the supervisor and, as necessary, the Assistant Vice Chancellor - Human Resources.

1. 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.
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2. 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.

3. 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.

E. Eligibility

1. An employee is eligible for the benefits provided by this Policy and procedures for position or job related programs and activities if the employee has completed the probationary period, if required, and the job performance is rated as solid or better.

2. Any employee, whether in a career or limited position, is eligible for the benefits provided by this Policy for position-related programs.

3. A regular status employee in a career position is eligible for the benefits provided by this Policy for career-related and educational enrichment programs.

F. General Provisions

1. Criteria for Determining Departmental Support. The department head, in consultation with the supervisor and the Assistant Vice Chancellor-Human Resources, or designee, as appropriate, shall determine whether, and the degree to which, an employee's participation in a professional development program shall be supported by the department. In making this determination, the department head shall consider: employee's need for development and the employee's career goals; needs and resources of the department; advantages one type of development program has over the other types available; professional development needs of other department employees; and the effect of the determination on workload and other employees. When participation in a professional development program 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 program is unavailable outside normal working hours, the department head is encouraged to provide the employee the opportunity
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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 program, 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.

G. 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.

H. University In-Service Training and Development Opportunities
The Human Resources Department Staff Education and Development Division and the UCSD Medical Center Human Resources Department offers courses and programs designed to meet the diverse knowledge and skill or competency needs of UCSD employees during work time. As a general policy, such courses and programs are considered as actual hours of work.

I. 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. University of California 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, 32/Overtime (Non-exempt employees only); and
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e. An alternate work schedule may be developed subject to local implementation provisions of UC Personnel Policies for Staff Members, 31/Hours of Work.

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. University of California reduced fee enrollment benefit for courses, if applicable;

b. Up to 100% reimbursement of fees including outside of the University of California, 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 Personnel Policies for Staff Members, 32/Overtime (Non-exempt employees only).

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. University of California 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 Personnel Policies for Staff Members, 32/Overtime (Non-exempt employees only).

4. Courses offered by other public or private educational institutions may be reimbursable.

III. PROCEDURES

A. The employee and supervisor should jointly discuss professional development goals, review available opportunities, and determine applicable benefits identified by the Human Resources Department Staff Education and Development Division for campus employees and the UCSD Medical Center Human Resources Department for Medical Center employees, and in accordance with UC Personnel Policies for Staff Members and UCSD Implementing Procedures 50/Professional Development and 51/Reduced Fee Enrollment.

B. 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 a performance development plan to work collaboratively to build on the employee's effectiveness in performing the current University position.
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C. When an employee initiates a request for a professional development leave, the employee will provide the supervisor and department head with a written plan as described under 50. Professional Development Universitywide Procedures B.