

Supervisor's Guide to Developing Employee Career Plans

Part 1

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Agenda Part One

- **Trends at UCSD**
- **Professional development policy:**
 - Job-related, career-related, and educational enrichment distinctions
 - Proposed system-wide policy changes
 - Number of recommended hours
- **Resources: Professional Development: A Resource for You**
 - Certificate Programs
 - Curricula
 - Training Advisor at a Glance
- **Self-Study Options**
 - Video & CD-ROM Library
 - Web-based training
- **Professional Organizations and External Vendors (handout) 2**



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Agenda Part Two

- Policy and Contracts (continued)
- Affirmative Action
- Good Faith Efforts
- Sources of Training
- Developing a Plan
- Resources
- Transferable Skills
- Career Tracks

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Professional Development

trends

realities

policy

resources

self-study

additional
resources



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Trends at UCSD 2005

				
nursing	development/ fundraising	programmer analysts	assistants through analysts	Staff research associates

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What Holds Applicants Back?

A degree!

			
computer skills (commercial and campus)	supervisory experience	contract and grant admin	budget or financial experience

How can you get this experience?

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Realities

● Primary responsibility for professional development rests with . . .

**the
employee**

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Realities


Be prepared to explain to employees why

a reclass

IS NOT
THE SAME AS

a promotion

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Realities


Reclass	Promotion
<ul style="list-style-type: none"> • Based on objective changes in the position • Based on needs of the organization • Based on % of the job at the higher level • Depends on change of scope or level of responsibility • Not based on volume of work • Requires justification • Requires HR review • May need union review 	<ul style="list-style-type: none"> • May be based on the perception that a person deserves the promotion • Based on favorable impression • May create favoritism • Often creates inequities • May be subjective • Management has discretion to promote • Not used in the university


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Policies and CUE Contract

- **Permission**
 - Must be granted ahead of time by the university
- **Employee**
 - No longer on probation
 - Performance is at least "solid" (satisfactory)


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Considerations

- Job-related (required)
- Job-related (elective)
- Job-related (certificates)
- Career-related
- Educational enrichment

- Cost
- Workload
- Equity
- Relative value of requested opportunity
- Likelihood of success
- Credibility of the source

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Policy

Professional Development Hours

- **At the discretion of the university, non-probationary employees are eligible for (but not guaranteed) release time for professional development:**
 - **CUE:** up to 24 hours of paid release time for job related training per year
 - **UCSD PPSM:** 3% of total working hours, e.g. exempt (c.7 workdays), non-exempt (c.5 hours per month)
 - **UC PPSM (proposed):** exempt (10 workdays), non-exempt (80 hours)

Management has the discretion to grant more - or less - time

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Resources Tools

🌀 Search Blink for these tools:

- [Online Job Description Library](#)
- [Title and Pay Information](#)
- [Total Compensation Calculator](#)



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Resources Educational Benefits

🌀 General Catalog

- Career employees who have completed their probationary period and work 50% or more are eligible to receive a 66% discount on full-time education and registration fees at UCSD or any other UC campus for up to three courses or nine units per quarter, whichever provides the greater benefit.

🌀 Extension

- Career employees and their spouses or domestic partners receive a 10% discount (up to \$50 per quarter) on most UCSD Extension courses with fees of \$75 or more. You do not have to complete your probationary period to receive this discount. [TJAC Form](#)

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Resources

Enrollment Central

- Adobe Acrobat
- Budgeting 101A&B
- Computer Security Basics (online)
- Evaluating Your Computer Workstation for Comfort and Productivity (online)
- Sexual Harassment Prevention: The Supervisor's Survival Guide
- Special Event Planning: How to Plan a Picture-Perfect Event

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Resources

UCSD Staff Education and Development

- [Continuing Your Education](#)
- [Professional Development: A Resource for You](#)
 - Certificate Programs
 - Curricula
 - Training Advisor at a Glance

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Self-Study Options

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- **Video & CD-ROM Library**
- **UCSD Web-based Training**
 - Web-based tutorials
 - <http://cbt.ucsd.edu>
 - Coming Soon: [ElementK](#)

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Additional Resources



- **Management Skills Assessment Program**
- **Middle Management Advance**
- **Administrative Professionals Program**
- **Professional Organizations**
- **External Vendors**
 - Edu-Directory.org

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Part 2

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Equal Opportunity/Staff Affirmative Action

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