

## UC Davis Personnel Policies for Staff Members

### Employee Development

#### Section 50, Professional Development

Date: 1/12/04, rev. 3/9/06

Supersedes: 10/24/97

Responsible Department: Human Resources

Source Document: UC PPSM 50

---

#### 50.A. GENERAL

**Note 1--Activities.** "Professional development" can include courses, workshops, seminars, conferences, cross-training, coaching, an internship, or on-the-job training.

**Note 2--Deleted.** Withdrawn effective January 1, 2006, due to incorporation of this topic into Policy 50.B which provides up to 80 hours of leave with pay for training.

**Note 3--Authority.** A department head may delegate to supervisors the authority to approve employee requests for professional development. The decision shall be based on the extent to which the activity is aligned with the department mission and goals and the employee's professional growth. A department head may also delegate to supervisors the authority to require an employee to attend a program.

**Note 4--Course Enrollment.** The campus course catalog and enrollment system are on the Web at <http://sdps.ucdavis.edu>. The UCDHS course catalog and enrollment form are on the Web at <http://www.ucdmc.ucdavis.edu/hr/Training/training.htm>. The supervisor's approval is required for courses held during work hours.

**Note 5--Individual Development Plan (IDP).** The IDP is a planning tool for employees and their supervisors. It is available in the Career Management Handbook, on the Web at <http://www.hr.ucdavis.edu/Forms>, and from Staff Development & Professional Services (campus) and Training & Development (UCDHS).

**Note 6--Central Funding.** The Associate Vice Chancellor--Human Resources distributes central funding for education and development to deans and vice chancellors to supplement departmental funding. The funding may be used for all staff employees except per diems, contract employees, and senior managers. It can be used for tuition, registration fees, books, some travel expenses, and departmental training activities. It cannot be used for memberships, computers, or office equipment. At least 85% of the allocation must be spent by end of fiscal year.

**Note 7--New Employee Orientation.** On campus, all new employees who are hired for 3 months or more are required to attend the first scheduled orientation on or after their first day of work. At UCDHS, all new employees are required to attend as described in UCDHS Policy & Procedure Manual Section 2903.