

## UC Davis Personnel Policies for Staff Members

### Employee Development

#### Section 50, Professional Development

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Responsible Department: Human Resources

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#### 50.A. GENERAL

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

**Note 2--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 3--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/catalog.html>. The supervisor's approval is required for courses held during work hours.

**Note 4--Individual Development Plan (IDP).** The IDP is a planning tool for employees and their supervisors. It is available on the Web at [http://sdps.ucdavis.edu/toolkits/career\\_management/plannextsteps/your\\_individual\\_development\\_plan/index.html](http://sdps.ucdavis.edu/toolkits/career_management/plannextsteps/your_individual_development_plan/index.html), and from Staff Development and Professional Services (campus) and Training & Development (UCDHS).

**Note 5--Central Funding.** The Vice Chancellor—Administrative and Resource Management 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, some represented employees, 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 6--New Employee Orientation.** On campus, all new employees who are hired for 3 months or more are required to complete the new employee orientation program within their first 31 days of employment. At UCDHS, all new employees are required to attend as described in UCDHS Policy & Procedure Manual Section 2903.