PPSM-50: Professional Development

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
Issuance Date:	4/21/2020
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Scope:	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

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I.   POLICY SUMMARY

This policy describes the University's support of professional development for staff appointments in the Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group personnel programs.

II.   DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members (PPSM) can be found in PPSM 2 (Definition of Terms) and PPSM 3 (Types of Appointments).

Probationary Period: The period during which an employee's work performance and general suitability for University employment is evaluated. (For additional information see PPSM 22 (Probationary Period).

III.   POLICY TEXT

A. General

The University supports both career-related and job-related professional development activities. It is expected that employees and supervisors meet at mutually agreeable intervals to discuss professional development issues. Department heads may support an employee's request to participate in a development program by approving flexible or alternate work schedules, leave without pay, leave at full or part pay, full or part payment of fees and expenses, and temporary or part-time reassignment in another department, provided that:

1. the employee has completed the probationary period, if required, and

2. the employee's performance is satisfactory or better.

Required Program Attendance. When a department head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel, and per diem, shall be paid by the department.

Continuing education courses for the maintenance of State licenses which are a requirement for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.

B. Professional Development Leave

An employee who wishes to request professional development leave shall develop a plan in accordance with local implementing procedures for approval by the department head. Upon approval of the department head, a regular status employee whose performance is satisfactory or better is eligible in general for 80 hours (non-exempt) or 10 workdays (exempt) paid release time per calendar year for professional development.

The department head shall approve the leave subject to scheduling, staffing, and budget considerations.

IV. COMPLIANCE/RESPONSIBILITIES

A. *Implementation of the Policy*

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with Personnel Policies for Staff Members 1 (General Provisions), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with PPSM 1, the authorities granted in this policy may be redelegated except as otherwise indicated.

B. *Revisions to the Policy*

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources. The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. *Approval of Actions*

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

D. *Compliance with the Policy*

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance may periodically monitor compliance to this policy.

E. *Noncompliance with the Policy*

Noncompliance with the policy is handled in accordance with Personnel Policies for Staff Members 62, 63, and 64 pertaining to disciplinary and separation matters.

V. PROCEDURES

Local procedures shall be implemented in accordance with the following Universitywide Procedures.

A. *Professional Development Activities and Eligibility*

Professional Development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meetings; 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.

An employee must meet the following requirements to be eligible for Professional Development activities:

- Completion of the probationary period, if required, and
- Job performance that is rated as satisfactory or better

In approving Professional Development activities, the department head considers scheduling, staffing, budget, and other related considerations.

B. *Professional Development Leave*

To propose a professional development leave, the employee and their supervisor develop a mutually agreed-upon, written plan describing the proposed activity.

The employee submits the plan to the department head for approval, in accordance with local procedures. The written development plan may address the following issues, as applicable:

- A description of the activity or activities to be undertaken by the employee during the leave period

- The requested period of time for the activity (provide dates or the range of time)

- The relation of the activity to the employee's current job responsibilities

- How the activity may assist the employee's transition into future UC career-related positions

- The quality of the particular training activity, as compared to similar activities available to the employee, and/or an assessment of the reputation and reliability of the institution, organization, or other sponsor who will provide this activity

- The relation of the activity to the department's mission and goals

- A statement on the relative importance of this activity to the overall needs of the department and available resources

- The impact, if any, on employee workload and other employees in the department

In approving a Professional Development leave, the department head considers the proposed duration of the leave and scheduling, staffing, and budget considerations.

C. *Guidelines for Granting Leave*

The amount of leave to be granted depends upon the specific requirements within the individual professional development plan.

In general, exempt employees may be granted 10 workdays of approved paid release time annually, and non-exempt employees may be granted 80 hours of approved paid release time annually.

Professional Development leave for an eligible part-time employee is pro-rated based on appointment percentage.

D. *Documentation*

A copy of the approved development plan is placed in the employee's personnel file.

VI.   RELATED INFORMATION

- [Personnel Policies for Staff Members 22 (Probationary Period)](#) (referenced in Section II. of this policy)

- Personnel Policies for Staff Members [62](#), [63](#), and [64](#) (referenced in Section IV.E. of this Policy)

VII.   FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

Policy changes effective as of **April 21, 2020**: Updated web links and made typographical amendments including updating scope and policy summary from "All Staff" to "PSS, MSP, and SMG members."

Policy changes effective as of **December 10, 2018:**

- Removed existing gendered pronouns and replaced with gender-neutral language.

- Updated web and document links, office titles, and typographical amendments.

- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

Policy changes effective as of **July 1, 2012:**

- Reformatted into the standard University of California policy template.

As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Personnel Policies for Staff Members 50 (Professional Development)*, dated December 10, 2018

- *Staff Personnel Policy 260 (Employee Development), Sections 260.1 – 260.22 and 260.24*, dated July 1, 1980