

# *HR Instructions Manual*

## STAFF DEVELOPMENT PROGRAM POLICY GUIDELINE

### Philosophy

The District's Classified Staff Development Program is designed to achieve the following objectives for employees:

1. Assist in achieving the goals of the District through optimum use of human resources.
2. Enhance performance and heighten productivity.
3. Provide the opportunity for employees' personal career development and self-directed learning both from within and outside the District.

### Responsibilities

Each manager, director, supervisor, including employees who are participating in various segments of Staff Development, shall have a direct responsibility to each other in terms of the following:

1. District
  - a. Approval and philosophical support.
  - b. Fiscal support.
  - c. Provide framework for employee access for various Staff Development offerings.
2. Staff Development Office
  - a. Determine training needs collaboratively with Staff Development Advisory Committee.
  - b. Establish training objectives collaboratively with Staff Development Advisory Committee, Management Services Council and the Assistant Chancellor - Human Resources.
  - c. Select and develop instructional media and materials.
  - d. Conduct and administer training.
  - e. Evaluate training.
  - f. Develop and administer the District's Staff Development budget.
  - g. Develop and disseminate Staff Development activities calendar.
  - h. Development and implement Staff Development guidelines consistent with District policy/procedure and collective bargaining agreements.
  - i. Advise and counsel employees as to how they may achieve their career aspirations with the District through on-going Staff Development and self-directed learning.
3. Staff Development Advisory Committee

Staff Development Advisory Committee is composed of staff who are nominated by any person or group representing classified staff. All nominations to the committee must be ratified by the committee.

- a. Review and recommend a wide variety of Staff Development proposals for the inclusion into the District's Staff Development program.
- b. Plan and implement various phases of communication from management to employees regarding training objectives and program evaluations, and report to the committee areas of employee concern regarding the program.
- c. Develop and recommend annual goals for the Staff Development program and assist in the achievement of the prescribed goals.

- d. Provide the Staff Development Manager with input for program revision around specific needs of employees.
  - e. At the conclusion of specific program segments, evaluate the program in terms of its strengths and weaknesses.
  - f. Recommend revisions that would enhance the development and implementation of future programs.
4. Managers
- a. Maintain and manifest an environment which facilitates and encourages improvement of self-concept and self-development.
  - b. Allocate time for employee Staff Development within program limitations collaboratively with District policy/procedure and collective bargaining agreements.
  - c. Assist supervisors in assuming their role and responsibility toward employee self-development.
5. Supervisors
- a. Give meaning and direction to members of his/her staff by jointly formulating Staff Development plans.
  - b. Regularly evaluate all phases of employee development by considering immediate and future training needs and identify employees who may be able to fill inter- or intra-departmental needs.
6. Staff Development Advisory Committee Membership
- a. The Preferred make-up of the committee is one representative and one alternate from:
    - 1) City College
    - 2) Mesa College
    - 3) Miramar College
    - 4) Educational Cultural Complex
    - 5) At least two Centers for Education and Technology
    - 6) District Office
    - 7) Operations
    - 8) Management
    - 9) Bargaining Units (CSEA and Supervisory/Professional)
  - b. Other interested persons are invited to attend meetings as a guest. Membership and number of members is controlled by the committee.
  - c. Staff Development Advisory Committee is composed of staff who are nominated by any person or group representing classified staff.
  - d. The nominating authority, paragraph 6.a. above, will send written nomination via letter addressed to Staff Development Advisory Committee, District Office. Nominees when confirmed by the committee will be informed by letter from the committee.