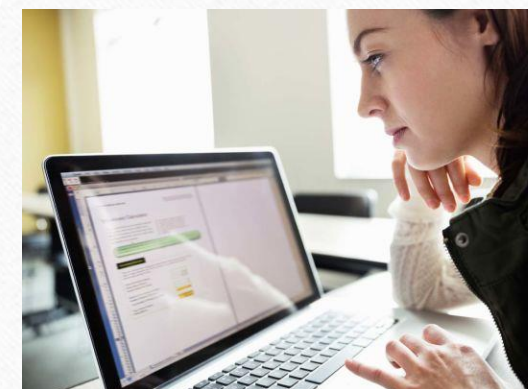


# Professional & Career Development

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Definitions, Policies, Union Contracts and Your Next Steps





# What is Required Training?

- What training did you take when you first started your position at UCSB?

The collage features four distinct elements:

- University of California UCPATH:** The logo for the University of California's UCPATH system.
- Budget Spreadsheet:** A screenshot of a spreadsheet showing a monthly budget from June to December. It includes columns for months and a 'Total' column. A pie chart titled 'Portion of Budget' is overlaid on the spreadsheet, showing a breakdown of the budget into 'Necessities' and 'Luxuries'.
- Search Criteria Form:** A form titled 'Search Criteria' for the University of California Travel Program. It includes fields for 'Empl ID', 'Empl Record', 'Name', 'Last Name', 'Middle Name', 'HR Status', and 'Business Unit', each with a dropdown menu and a search button.
- UCSB Procurement Gateway:** A blue banner with the text 'UCSB PROCUREMENT GATEWAY' in white and yellow.



# What is Required Training?

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- Training is required if your supervisor assigns the training or the training is necessary for your position, type of work. Example:
  - Type of work: lab safety, excel, google connect, PPS
  - Mandatory trainings: Cybersecurity, Sexual Harassment, Ethics Training
- If training is required:
  - Employee is on paid time, all expenses are paid
  - Training time does not count toward annual professional development hours (for career employees, check the policy or applicable union contract).

# What is Professional Development?

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- Professional or skills development is training that teaches an individual the skills they need to stay current and/or advance in their field.
- Employees can attend workshops, conferences, seminars, webinars, or classes to further their professional development.
- What examples can you think of?

Definition adapted from Naylor.com <https://www.naylor.com/associationadviser/professional-development-career-management/>



# What is Career Development?

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- Career development is the continual process of setting career-related goals and planning a route to achieve those goals. It includes taking into consideration goals for salary, title, skills mastery and mapping out the actions and knowledge needed to reach those goals. Career management also entails self-awareness of one's existing skills and what skills or knowledge are required to advance in your field. What examples can you think of?

Definition adapted from Naylor.com <https://www.naylor.com/associationadviser/professional-development-career-management/>

# Who is responsible for your professional and career development?

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- Your supervisor?
- Your manager, director or chair?
- Human Resources?
- You?



Answer: **All of the above!**



As part of people management, supervisors should incorporate professional and career development into ongoing discussions and annual reviews with direct reports

But **you** need to take the lead on your own professional & career development. Be prepared with suggestions and ideas for what you want/need

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RESOURCES



Total Compensation Estimator

Estimate the approximate value of your total UC compensation.

Workforce Profiles

Demographic information about all levels of staff at UC



# Who is eligible for career and professional development?

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- Career and professional development are generally available for career and non-probationary employees, but manager has discretion to provide training and development to all employees, e.g., limited, contract, students.
- In most cases, employee must have satisfactory or better performance.

# What type of professional development?

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- Does it have to be job-related? **No**
- Does it have to be in the same career path you are in right now? **No**
- Does it have to be training offered by the campus? **No**
- Does it have to be the exact training program the employee requested? **No**
- Does it have to be offered during your normally scheduled working hours? **No**
  - **There are a wide range of options and choices to be made in planning professional development.**



How much time is available to staff for career  
and professional development?

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It Depends.....

## PPSM-50: Professional Development

80 hours/yr for  
Policy Covered  
Staff (99's)

### 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



Represented employees:  
check your union contract...

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Clerical



Technical &  
Research



Service



# Clerical Unit

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- A non-probationary, employee is eligible for up to 40 hours of paid release time per calendar year for job-related or University career-related training, except as described below. A part-time career employee's yearly entitlement shall be prorated based on his/her appointment rate.

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# Technical & Research Units

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- A non-probationary employee is eligible for up to forty (40) hours of paid release time for job-related training per calendar year, prorated based on appointment rate.




# Service Unit

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- 3. The maximum professional development and educational leave is forty (40) hours per contract year.
  - a. For purposes of this Article, a year is defined as October 1 – September 30.
  - b. In addition, a part-time career employee's yearly entitlement shall be prorated based on her/his appointment rate.



Check for Training or Professional Development Articles in your union contract at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units>



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UNION-REPRESENTED  
EMPLOYEES

**Bargaining Units &  
Agreements**

Collective Bargaining  
Frequently Asked Questions

### Systemwide Units

**Academic Student Employees** — BX  
AGSE/United Auto Workers (UAW)

**Clerical & Allied Services** — CX  
Teamsters Local 2010

**Health Care Professionals** — HX  
University Professional and Technical Employees (UPTE)

**Professional Librarians** — LX  
American Federation of Teachers (AFT)

### MORE INFORMATION

Bargaining Updates for  
AFSCME at UC

Bargaining Updates for UC  
Nurses

Bargaining Updates for UPTE at  
UC

# How Do I Get Started?

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- Identify a course or series of courses or other development opportunity, e.g., webinar, conference.
- Prepare a short memo or email with information about proposed development opportunity, include specific details and what you are requesting in terms of release time and/or expense support.
- If you can, discuss your ideas in your standing meetings or annual review, and then follow up in writing to formalize your request.



# Career & Professional Development

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- The manager or supervisor reviews the employee's request and determines if the date/time is approved. Your supervisor needs to consider overall workload demands and operational needs first as well as budget constraints before approving. Your supervisor can support some or all of your request in terms of time and cost e.g.,

- Release time + all fees and related costs
- Partial release time + fees, not costs
- Release time only (no fees or costs)

Your supervisor can also ask you to consider scheduling training at another more convenient time.

# Dilling Yang Scholarship

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- Eligible, non-probationary career staff, with a full-time-equivalent salary less than or equal to \$5,000 per month, can apply for the Dilling Yang Staff Scholarship award to support professional and career development. Scholarships may be used for registration and educational fees for courses, training and other learning opportunities including undergraduate and graduate courses, HR Training and Development courses and workshops as well as courses through Professional & Continuing Education.
- Awards may be granted up to \$500 per proposal to a maximum of \$500 per person per scholarship year (July 1–June 30).
- More information and application available at: <https://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program>



# My UC Career can help you create a new resume and improve your interview skills

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A promotional banner for the University of California's 'My UC Career' system. The banner features a woman in a white lab coat looking up at a starry night sky. The text is arranged in a clean, modern layout with blue and yellow accents.


**UNIVERSITY  
OF  
CALIFORNIA** My UC Career

**DISCOVER YOUR CAREER PATH**  
Providing you with tools to learn more about your strengths, skills, and opportunities.

-  Discover Your Employment Preferences
-  In-depth Self-Assessments
-  Resume Development

 Get started by logging into <https://uc.yournextstep.com/GetStarted>

**UNIVERSITY OF CALIFORNIA**  
Systemwide Talent Management



Here are some examples of  
employee requests for professional  
or career development.



# Dear Millie Manager

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TO: Millie Manager

FR: Ellis Employee

RE: Professional Development Proposal



Millie- I am requesting 16 hours of release time to take the *Becoming A Project Coordinator* course on Lynda.Com. The course is free. I'm proposing to take 2 hours a week over the next two months to complete the course. I will block out 10am-12pm on Fridays but will adjust if needed depending on workload/deadlines. I will submit a certificate for my personnel file upon completion of the course. Please let me know if this request is approved. Thank you!

# Dear Sally Supervisor

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TO: Sally

FR: Alice

RE: Professional Development Conference



I am requesting release time to attend the PWA conference on May 22<sup>nd</sup>. The conference is 8am-3:30pm. I'll be back in the office after the conference ends. If funding is available, I would appreciate assistance with some or all of the \$50 registration fee. The registration deadline is April 17<sup>th</sup> for the early bird rate so please get back to me before then if possible. Thanks!



# One Final Note: Release Time for Interviews

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- In general, if you are applying for another position at UCSB, you may be provided reasonable release time for the interview if the interview is scheduled during your normal work hours. If you are applying for a position at another UC location, you may be eligible for a specific amount of release time to interview. You must request the release time from your supervisor.
- Please review PPSM 21 (Selection & Appointment or the applicable collective bargaining agreement for specific guidelines on release time for interviews: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>

Don't wait for someone else to  
take responsibility for your  
career and professional  
development!

**LIFE IS:**  
WHAT HAPPENS ○  
**TO ME**  
WHAT I MAKE ○  
**HAPPEN**

