

Office of Organizational Development
Policies and Procedures

The Plan for Excellence's Human Capital Transformation states that West Chester University will increase its investment in the continued development of the skills and knowledge of its faculty, staff and administrators. The following guidelines, policies and procedures have been established to advance that goal:

The Training Advisory Committee (TAC) recommends that in order to address the priorities outlined in the Strategic Planning and Resource Council's report to the Cabinet and to demonstrate West Chester's commitment to the Human Capital Transformation:

- a) Each Vice President be made responsible for including appropriate divisional goals and activities related to orientation, training and organizational development in their Management Performance Appraisal document.
- b) Each manager be made responsible for including appropriate goals and activities related to orientation, training and organizational development for themselves and where appropriate, their employee(s), in their Performance Appraisal documents.
- c) Each Director or manager be held accountable for supporting, promoting and encouraging and requiring orientation, training, organizational development and related activities in their respective areas of responsibility as part of the employee appraisal process.

Recommended by TAC, and approved by Cabinet-May 2003

Release Time for Training

Both the University's Plan for Excellence and its Values Statement remind us that a key enabler for University success is our ability to cultivate and extend the University's learning community from our students to our employees. Presenting learning opportunities for employees requires both a genuine interest on the part of the employees, but equally as important, an ability for employees to participate. The University seeks to encourage increased participation by motivated employees in both the "Investing in Excellence" program offerings and "The Learning Connection" (TLC) e-learning course offerings by establishing a conditional release time privilege for eligible employees. This privilege is intended to enhance skills and abilities on the job, to help employees achieve career development goals, or to further employee health, wellness and personal development. Eligible employees may receive release time each semester to attend two training and development programs as described above with supervisory approval. Every reasonable attempt should be made to provide learning opportunities, consistent with the goals above, for employees requesting

release time. However, understanding the operational requirements of the University are also important; release time may not be approved if participation would cause serious problems for the employee's home department in terms of meeting basic customer service or other critical departmental operational needs.

Procedures

- ? All West Chester University employees in active employment, including part time and temporary, are eligible to participate.
- ? Requests for approval to participate in training must be forwarded to the immediate supervisor.
- ? Supervisors are encouraged to actively support employee attendance at training and development programs.
- ? Employees may be asked to share what he or she has learned with other employees in the home department as a condition of participation.
- ? The Office of Organizational Development will verify registration and training participation with employees and their immediate supervisors.

Concept conceived by TAC and approved –September 2005