

DFCM
Professional
Development
Program

This document supersedes all previous documents

Updated July, 2011

General Description and Rules

The following program is provided as a career development opportunity for DFCM support staff. It is to be used with approval and support from the employee's supervisor, and is meant to be a tool to determine what the educational development needs are and what institutions have courses available to apply to the need. The courses are college level, and participation in the program is an earned opportunity and not a right.

Titles of employees eligible for this training program:

- , Office Technician
- , Secretary
- , Accounting Technician
- , Office Specialist
- , General Services Specialist
- , Human Resource Technician
- , Administrative Secretary
- , Executive Secretary
- , Purchasing Agent

A matrix has been prepared to assist supervisors in determining the development needs of their staff members. The process is outlined below:

The supervisor will be supplied with a matrix for each staff member. The matrix contains the employee's current job title, pay step, the ASI level they are eligible for, and the skills needed to perform the position successfully. The supervisor determines at what level the employee is currently performing choosing from these five categories: **N/A, NONE, MINIMUM, MODERATE, HIGH**. The matrix is equipped with an electronic drop-down list with which the manager can choose one of the above categories.

A list of available courses at various institutions is available, broken down by skill, and then listed alphabetically by course name. Courses available from institutions all over Utah are listed, so that the most convenient course can be found. The available courses will be updated as needed, for the fall quarter. These courses are listed as a reference and guideline; managers and employees are not restricted to them.

Using these courses, the employee and supervisor will then reach an agreement on the development path the employee will take, and create a Career Development Plan. The enclosed contract will be completed, and signatures obtained. It is important that the contract be completed and approval signatures obtained **PRIOR** to enrolling in the course of study.

Costs for courses will be covered up to 100 percent by DFCM, depending on the specific course. However, the course must be a part of this program, or be one that the supervisor agrees will accomplish the same end as the courses in this program.

As included in our Maintenance Apprenticeship program, successful (Grade of "C" or better) completion of the required courses can make the employee eligible for an ASI. The following page details the conditions and restrictions for the program.

Conditions/Restrictions for Participation

Only permanent, full-time (Schedule B) employees who have been employed by DFCM for a minimum of six months are eligible to participate in this program. Employees in time-limited (Schedule AL or AJ) positions are not eligible.

EMPLOYEES CURRENTLY ON CORRECTIVE OR DISCIPLINARY ACTION ARE NOT ELIGIBLE.

FINAL AWARD OF EARNED COMPENSATION, ASI, REIMBURSEMENT OF PAYMENT, ETC., RESTS WITH DFCM. EMPLOYEES PLACED ON CORRECTIVE OR DISCIPLINARY ACTION ANYTIME DURING THE COURSE, AND PRIOR TO THE ISSUE OF THE ASI, WILL NOT BE ELIGIBLE FOR AWARD.

All participants who wish to be eligible for administrative salary increases (ASI) upon completion of the required curriculum will have their skills assessed using the training matrix created for that purpose.

The supervisor of the participant will complete the matrix and prepare a development plan. A copy of the matrix and the development plan will be placed in the employee's training file.

The DFCM Professional Development Training Program Educational Assistance Contract must also be completed and submitted to the Program Director for the employee prior to registering for classes.

Employees must make sure that participating in the program will not interfere with their assigned work tasks. It is still the responsibility of the employee to complete their assigned tasks.

There is no guarantee given or implied that a position an employee may be attaining to will be available when the course of study is complete. If such a position becomes available, the employee is welcome to apply, but there are no guarantees.

The following page explains the ratio that has been determined to be acceptable.

Ratio of ASI's to Courses/Eligibility and Restrictions

An ASI is defined as one step on the State pay scale equivalent to 2.5%.

The ratio is based on the employee's current wage level. Level One and Level Two ranges are divided at mid-point. Level One employees range from the entry salary level to the mid-point salary level. An employee is in the Level Two range once they have passed mid-point on the pay scale.

- AFTER COMPLETING **6 CREDIT HOURS** OF STUDY, LEVEL ONE EMPLOYEES CAN RECEIVE **ONE ASI**.
- AFTER COMPLETING **12 CREDIT HOURS** OF STUDY, LEVEL TWO EMPLOYEES CAN RECEIVE **ONE ASI**.
- **6 CREDIT HOURS** IS APPROXIMATELY EQUIVALENT TO **81 SEAT HOURS**.
- There will be a cap on ASI's after an employee receives eight.
- A MAXIMUM OF **TWO ASI INCREASES** CAN BE ACHIEVED PER CALENDAR YEAR, PER EMPLOYEE. OR, AS IN THE CASE OF A LEVEL TWO EMPLOYEE, A LIMIT OF TWO ASI'S CAN BE AWARDED FOR FOUR SEMESTERS.
- THE CALENDAR YEAR IS DEFINED AS BEGINNING IN JANUARY AND ENDING IN DECEMBER. STUDENTS MAY CONTINUE THEIR STUDIES IN THE PROGRAM EVEN THOUGH THE LIMIT OF TWO ASI'S HAS BEEN REACHED, AS LONG AS THEY UNDERSTAND THAT THIS WILL NOT CHANGE THE AMOUNT OF ASI'S AWARDED. STUDENTS MAY WANT TO CONSIDER SPREADING OUT THEIR COURSES IN THESE CASES.

Participants who may be on longevity who are not eligible for an ASI will receive a one-time incentive of \$500. The longevity incentive will be prescribed under the same requirements as indicated above.

Upon the completion of a course and a passing grade, an assessment will be conducted to determine if skills were obtained to enable the participant to improve in the areas identified within their development plan and matrix. The results of the assessment will be submitted in consideration for the ASI to be granted.

**DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
PROFESSIONAL DEVELOPMENT PROGRAM
EDUCATIONAL ASSISTANCE CONTRACT**

The Division of Facilities Construction and Management (DFCM) agrees to pay **in advance** up to 100 percent of all covered tuition and book fees for the undersigned employee.

Participation in DFCM’s Professional Development program is voluntary and is not a condition of employment.

Signature of this contract binds the employee to the conditions, restrictions, requirements and conditions for eligibility stated in detail in the DFCM Professional Development program.

Employees are required, and it is to their benefit, to review this document completely and ask for any needed clarifications before signing this agreement.

This contract covers the following courses:

Course Title	School	Semester	Cost of Tuition & Books

By entering into this contract, the undersigned employee agrees to the following:

- 1) Complete the course with a grade of “C” or above or in the case of a pass-fail class, the achievement of a passing grade.
- 2) Reimburse the state for the entire cost of tuition and books if the course is not completed with a passing grade.
- 3) Reimburse tuition and book fees within 90 days of failure to pass/complete the course. Failure to reimburse these fees within 90 days will result in collection proceedings.
- 4) Remain in the employ of DFCM for at least 12 months following the completion of the above course(s) or refund the full amount contributed by the state. Failure to reimburse the state for these costs at the time of termination will result in collection proceedings.

By signing below, the supervisor and employee agree to abide by the terms of this document and the parameters of DFCM’s Professional Development Program.

Please Print Name & EIN : _____

Employee Date

Supervisor Date

Program Director Date

Participating Institutions

UBATC
Vernal Campus
1800 W 500 N
Vernal, UT
Phone: (435) 789-1942

UBATC
Roosevelt Campus
1100 E Lagoon Street
Roosevelt, UT
Phone: (435) 722-4523

University of Utah
Admissions Office
201 S 1460 E Rm. 250 S
Salt Lake City, UT 84112-9057
Phone: 801-581-7281

LDS Business College
411 East South Temple
Salt Lake City, UT 84111
Phone: 801-524-8144

Mountainland Applied Technology Center
987 South Geneva Road
Orem, UT 84058
Phone: 801-863-6282

Snow College
150 East College Avenue
Ephraim, UT 84627
Phone: 435-238-7000

Southern Utah University
351 W. Center Street
Cedar City, UT 84720
Phone (435)-586-7700

Dixie College
225 S. 700 E.
St. George, UT 84770
Phone (435)-673-4811 ext. 7856

College of Eastern Utah (CEU)
451 East 400 North
Price, UT 84501
Phone: 435-637-2120

Bridgerland ATC
301 N. 600 W.
Logan, UT 84321
Phone (435)-750-3071

Davis ATC
550 E. 300 S.
Kaysville UT 84037
Phone (801)-593-2362

Salt Lake Community College
4600 South Redwood RD.
PO BOX 30808
SLC, UT 84130-0808
Phone 801-957-4066

Utah Valley State College
800 West University Parkway
Orem, UT 84058
Phone (801)-222-8744