

EMPLOYEE SKILLS DEVELOPMENT PLAN

This plan is intended to create pathways for advancement among our union eligible staff in order to improve the quality of the services staff provide to the College and to encourage and reward those employees who demonstrate initiative and interest in performance improvement with additional compensation. This plan is voluntary and is not required by the College to maintain employment. There will be no negative impact to employees who do not wish to participate in this voluntary plan. Lack of interest or ability to participate in this program will specifically not lead to a negative evaluation within the "professional development" section of the SMCM Annual Employee Review.

Prior to utilizing the Skills Development Plan, an employee must submit the Skills Development form prior to course registration and with the understanding that the approval of the plan will occur within 30 days of receipt by the Office of Human Resources.

Full time employees qualify by:

- Having completed at least one (1) year of service at the College in a contractual or full- time status.
- Receiving an overall rating of "Performed Well" or better on their most recent evaluation.
- Submitting a skills development plan to develop or improve relevant and specific skills through training and/or certification from a recognized provider.

For approval, skills development training must be externally provided through certified training that meets recognized industry standards. Upon approval of the skills development plan, the College will pay for the certification program.

Employees interested in pursuing this development opportunity are encouraged to work with their managers or with Human Resources to determine a skills development plan. Once a skills development plan is approved (including the prerequisite training, certification, or courses that will be counted towards the required hours), a form will be finalized stating what training is expected to be accomplished, the total number of hours required to complete the skills development plan, the new rate of pay and, if relevant, the new position description or title the employee will have upon completion of the training, and the repayment requirements if the employee leaves the College within one (1) year of completion. The form shall be signed by the employee and the Assistant Vice President of Human Capital.

A person who is engaged in the skills development plan will participate in the training during their own time unless otherwise agreed upon by their supervisor, and will not be called for mandatory overtime, callback or on-call during the hours at which they are scheduled to attend approved training under this plan. Hours shall be calculated based on actual hours in training, not credit hours.

Number of training hours required:

- 00-24 hours of training by which an employee receives= 1%
- 24-40 hours of training by which an employee receives=2%
- 40-56 hours of training by which an employee receives=3%
- 56-88 hours of training by which an employee receives=4%
- 88 >> hours of training by which an employee receives= 5%