

Professional Development Opportunities for Full-Time Employees

I. Introduction

Many part-time employees have the opportunity to work in higher classifications by picking up sub shifts. Full-time employees do not have the same opportunities to work in higher classifications because they cannot pick up sub shifts, and their regular positions would need to be backfilled if they were assigned a shift in a higher classification. As a result, some full-time employees have felt that they have not been as competitive for promotional recruitments because they have not had the opportunity to train and sub in higher classifications.

This process is intended to address two professional development needs for full-time employees while meeting our system wide business needs and not creating administrative burdens:

1. Provide developmental opportunities for full-time employees to train and work in higher classifications.
2. Outline ways supervisors can assist with maintaining the skills of part-time employees who move into full-time positions and who have previously been trained in a higher classification.

It is hoped that using full-time employees in this manner will also provide better staffing coverage at locations for emergency situations. This process is designed to give full-time employees more training opportunities, but training preference will continue to be given to part-time employees on the hiring list with greater availability to sub.

II. Process for full-time employees to be trained for higher classifications

A. Overview

1. Full-time employees on a hiring list for a higher level position may be allowed to train and sub in the higher classification with supervisory approval and when location and system needs support such action.
2. Supervisors have to commit to allowing the employee to attend initial training and ongoing training in order for the employee to maintain their

skills. The cost for the training and backfilling comes out of the location's budget.

3. Supervisors will make every effort to schedule participating full-time employees to work a minimum of one shift per month at their home location in the higher classification in order to maintain the employee's skills. However, there are no guaranteed shifts for participating employees. All shifts will be scheduled based upon business needs.
4. In accordance with the [Extra Hours Substitution Policies](#), employees that do not regularly sub within a classification may be removed from subbing in that classification. This is to ensure that employees maintain their skills in the higher classification.
5. Employees must commit to working in the higher classification for at least a year if MCL invests the time and resources into training them.
6. Supervisors and employees will complete a written agreement outlining mutual expectations.
7. SWAT employees can be available to backfill for employees participating in the development program.
8. The System Wide Staffing Supervisor will evaluate the process on a regular basis, as well as make the determination on whether there are appropriate staffing levels for our public service classifications.

B. Guidelines

1. Employees will be paid at the higher classification rate for training and working in the higher classification.
2. Participating employees can cover partial and full shifts to help with staffing coverage.
3. Full-time employees will only be allowed to sub in a higher classification in their home location. Exceptions can be made if another location has an urgent need and the employee's regular position can be backfilled or go unfilled.
4. Full-time employees and their supervisors will make every effort to ensure that the employee does not work excess hours that requires overtime unless there is a staffing emergency.
5. Scheduling of shifts should follow within a short time of training the employees receive in the higher classification.

6. It is hoped that employees who work in higher classifications will be more competitive for future recruitments, but participation in professional development opportunities does not guarantee a promotion.

C. Selection

1. HR encourages full-time employees who are interested in subbing in higher level classifications to apply for relevant recruitments since the employees who are placed on to the hiring list are eligible to participate in this professional development opportunity.
2. The System Wide Staffing Supervisor will contact the supervisors of the full-time employees on their list to determine if their location has a business need for the employees to be trained in the higher classification.
3. If there is a business need, the full-time employees on the hiring list will be contacted and offered the opportunity to participate.
4. If there are multiple full-time employees at the same location on the hiring list being considered, the location's supervisor will make the decision on who to select based upon scheduling and business needs, as well as performance.
5. If employees request to participate in the program, and are not selected, their supervisor and/or the System Wide Staffing Supervisor will provide them with the reasons for not being selected.