

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 947
(Replaces A.D. No. 947 dated 10/5/06)

Effective Date: June 14, 2007

SUBJECT: CAREER DEVELOPMENT PROGRAMS

I. PURPOSE

This directive outlines the procedure for establishing and maintaining career development programs for Coalinga State Hospital (CSH).

II. AUTHORITY

California Code of Regulations (CCR) Title 2, Sections 438 and 599.817; CCR Title 22, Section 73317(a) (4); California Government Code, Sections 19400-19406; and Joint Commission on Accreditation of Healthcare Organization (JCAHO) H.R.2.1.

III. POLICY

CSH'S Career Development Program is designed to meet the needs of the organization and to support the continued professional development of employees.

IV. METHOD

All Career Development Programs are operated and offered subject to availability of funding appropriated for this purpose. These programs will be monitored and managed through the CSH Training Department.

V. PROGRAMS

- A. The 20/20 Sponsorship Program provides for selected, qualified employees to participate in an approved academic program full-time while working half-time; receiving full pay and benefits. The individual 20/20 sponsorship will normally ensue at the beginning of the academic year (fall semester) following approval. The duration of a sponsorship will normally not exceed two years or four semesters.
- B. The Expanded Career Program is available to employees who wish to increase their knowledge-base and reach their career goals. This program is designed to consider the specific needs of the educational program for the employee. The employee may be considered for reimbursement of associated cost up to fifty percent (50%), work schedule adjustments, use of accrued time balances or a combination of these options.

PATIENT RESTRICTED

- C. The Management Development Program is available to managers or supervisors who are enrolled in a master's degree or above program which relates to the mission of the hospital. Participants may request up to half time off for full-time pay and benefits and/or reimbursement up to fifty percent (50%) of tuition and other necessary expenses, or work schedule adjustment, use of accrued time balances or a combination of these options.
- D. The Upward Mobility Program is designed to provide career movement opportunity for employees within designated low-paying job categories. Requests may include career counseling or academic study, using such personnel tools as work schedule adjustment, training and development assignment, leave of absence, assignment rotation, or up to fifty percent (50%) funding or reimbursement in accordance with the employee's bargaining unit contract.

VI. GENERAL

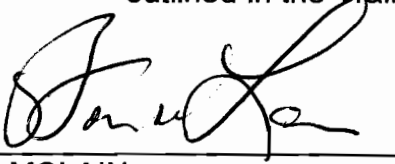
- A. The Executive Director will make the determination that a need exists in a specific career field, generally by March 31st of each calendar year.
- B. The Executive Director shall determine annual training budget allocations for these programs.
- C. Adult Basic Education (ABE) funds may not be used to fund any of the four programs listed above.
- D. The programs shall be available to full-time, permanent CSH employees with a minimum of one-year state service, exclusive of probationary period.
- E. If the employee's supervisor/manager supports the request, they must approve it by written recommendation to the Training Officer at the time of the request.
- F. A panel consisting of the Training Officer, Equal Employment Opportunity Officer, Personnel Officer, employee's manager, and others as needed, shall review each request and make recommendations to the Executive Director. Consideration shall be given to hospital needs, budgetary constraints, educational plan, and career goals.
- G. Approved candidates shall be required to sign a contract that specifies conditions and restrictions for support. A copy of the contract shall be kept on file in the Training Department, Fiscal Services, and employee's personnel file.

VII. MONITORING

- A. The supervisor or individual employee shall submit a report to the Training Officer by the third working day of each new quarter, as to expenses and/or time usage incurred the previous quarter.

PATIENT RESTRICTED

- B. The Training Department shall be responsible to track any reimbursed expenses and related time used in their Hospital-wide Quarterly Training Report.
- C. Any employee who enters into a Career Development Plan must complete the "Coalinga State Hospital Educational Development Program Contract" which is outlined in the Training Department Procedure 05-02.



BEN MCLAIN
Executive Director (Acting)