

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 42.1 through 42.3	Page 1 of 2
	SUPERSEDES:	DATE ISSUED: July 25, 2006
SUBJECT: Career Development Program	AUTHORIZATION: Adopted by the Board of Supervisors July 25, 2006; to become effective immediately	

42.1 Policy

The County's mission, vision, values and core competencies are the foundation for how we provide the highest level of service to our community. Developing and improving service and performance is a continuous process. The following Career Development Program has been constructed to provide for progressive development and career enrichment of employees who are responsible for delivering services to our citizens and our internal and external customers. It is the goal of this program to facilitate excellence in learning, leadership, training, customer service, and organizational performance.

42.2 Purpose

The purpose of the Program is to encourage employee professionalism and training, provide opportunities for career growth, and to recognize and reward employee development that is above standard with financial incentives and/or symbols of office. The Career Development Program is based upon individual accomplishments and maintenance of specific criteria and achievements.

42.3 Program Procedures

A. Certification of Department Career Development Programs

The County encourages and endorses individual departmental or agency Career Development Plans that incorporate specific goals, incentives, and criteria that may be unique to that department or agency. All plans, including proposed incentives, must be documented as a departmental policy and must be submitted for review and approval to the Human Resources Committee and the County Administrator before implementation.

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B. Required Incentive Criteria

While the County recognizes that Career Development Programs and incentives will vary among departments, it is essential that programs provide equitable opportunities to all employees. Individual departmental or agency plans must, at a minimum, incorporate and address the following core criteria in determining levels of financial incentives and symbols of office for employees:

1. Demonstrated benefit to the Department or Agency
2. Number of hours committed to the achievement (i.e. hours of training)
3. Recognizable degree or certification received from an appropriate professional or trade organization
4. Additional assignment of tasks, responsibilities, or workload
5. Whether maintenance of achievement is required (i.e., continuing education requirement or re-certifications)
6. Achievement is over and above standard job requirement

C. Required Program Criteria

To encourage and facilitate employee participation in the Career Development Program, individual departmental programs and plans shall include, at a minimum, the following core criteria:

1. Provisions for employee application to the plan
2. Eligibility criteria
3. Compensation standards
4. Program and employee evaluation procedures
5. Standards for continued participation in plan (and/or removal procedures)