



Policy Statement

District of Columbia Pretrial Services Agency

Policy Statement 6004
Policy Area: Career Development
Date: 09/01/2005
Approved:

A handwritten signature in black ink, appearing to read "Susan W. Shaffer".

Susan W. Shaffer, Director

Yearly Mandatory Professional Development Hours

I. COVERAGE

This policy applies to all D.C. Pretrial Services Agency (PSA or Agency) employees (including those working in the Directorate of Operations, Finance and Administration, Human Resources & Strategic Planning, Analysis and Evaluation, and Information Systems). Requirements for all employees, including special requirements for 0101, 0102, 0415, 1320, and 0404 Career Series employees and supervisors are outlined in Appendix B of this policy. This policy does not apply to volunteers, interns, consultants or contractors.

II. BACKGROUND

Continuing professional development is critical to acquiring, developing and enhancing core and job specialty competencies necessary for PSA to fulfill its mission and achieve the goals and objectives articulated in its Strategic Plan. It forms the foundation of the Agency's Career Management System and is key for continuous learning for Agency employees. It provides guidance for employees and leadership as they implement Policy Statement 6003, PSA's Commitment to Continuous Learning.

III. POLICY

In order to realize PSA's status as a learning organization, this policy, consistent with Agency operational and budgetary constraints, establishes requirements for mandatory yearly professional development hours to allow job-related learning and growth for all PSA employees. This policy statement also prescribes implementation of this mandatory requirement.

IV. PROCEDURES

- A. The Employee Development Action Plan (EDAP) is a voluntary document. However, having an EDAP on file with the Employee Development Specialist (EDS) is a prerequisite if an employee wishes to participate in any of the Career Management System programs except for the New Employee Training Program. (For more information on EDAP formulation and maintenance, see Policy Statement 6006, Employee Development Action Plan. For more information on Career Management System programs, see Policy Statement 6003, Commitment to Continuous Learning.)
- B. Those employees who choose to maintain an EDAP use it to plan how to acquire their mandatory professional development hours. These hours are to be completed by the end of the fiscal year. If an employee has not been on an EDAP for the entire fiscal year, required professional development hours will be determined by prorating required hours to correspond to the months the employee has been on the EDAP. If an employee does not yet have an EDAP, or chooses not to maintain an EDAP, professional development hours will be documented on the Employee Record Form and, if necessary, prorated accordingly.
- C. Professional development hours will be composed of a combination of activities to include on-the-job projects, participation in directed reading discussion groups, shadowing assignments or rotations, participation in the Mentoring Program and formal training. These activities are to be designed in order to develop core and/or job specialty competencies or to enhance already existing core and specialty competencies needed for an employee's position.
- D. This policy statement outlines minimum professional development hours requirements. Employees in specialized job series requiring continuing education hours are themselves responsible for ensuring that they meet those requirements, with the Agency's assistance insofar as budgetary constraints allow. They are encouraged to choose professional development activities (to include training) that will simultaneously meet their continuing education requirements and the PSA mandatory professional development hours requirement. Mandatory professional development hours required differ by job series and function, and are described in detail in Appendix B. Appendix B also describes what activities constitute professional development hours and how these hours are accumulated.
- E. Part-time employees' mandatory professional development hours will be half of the hours of a full-time employee in the same position (e.g., if a part-time employee is a Pretrial Services Officer, with a full-time requirement of 40 training hours, his or her mandatory professional development requirement will be 20 hours).

- F. All formal training received by PSA employees must be either mandatory training (as set forth by OPM or mandated by PSA/CSOSA management) or training pertaining to PSA core and/or job specialty competencies. Those employees who have been selected for developmental programs through a fair and competitive process as prescribed in Title 5 of the U.S. Code may attend training that does not pertain to core competencies or job specialty competencies relating to their current position, but that is required by the developmental program in which they are participating.

- G. Employees integrate relevant professional activities into their on-the-job performance and document that process. Management Instruction 6008, Attendance at Training and Professional Conferences, currently under development, will provide additional information regarding after training follow-up activities.

- H. If an employee maintains an EDAP, he or she lists all desired professional development activities on that document. Projected hours to be spent in professional development should meet or exceed the mandatory annual professional development hours prescribed for the employee's position. The supervisor, employee and T&CDC staff meet and change or augment the EDAP as needed, and the supervisor prioritizes formal trainings with the employee. The signature of the supervisor and EDS on the EDAP indicates that the employee's proposed professional development activities have been validated by the supervisor and the Training and Career Development Center. (The EDS consults with the Director of Training and Career Development to clarify the relevance of professional development activities and how many hours those developmental activities should be assigned.) (See related PSA Policy Statement 6006, Employee Development Action Plan.)

- I. If the employee chooses not to formulate or maintain an EDAP, he or she is still responsible for planning for and acquiring the necessary mandatory professional development hours. The EDS or Director, Training and Career Development must approve all professional development activities in order for the employee to receive hours towards his or her annual mandatory professional development hours requirement. The employee is to notify the supervisor of all professional development hours completed so that the supervisor can document completed hours on the Supervisor's Employee Record Form.

- J. The Training and Career Development Center will keep employees and supervisors informed of professional development opportunities. T&CDC staff will assist the employee in drafting the EDAP by providing ideas regarding professional development activities that will help the employee master and enhance competencies.

- K. The employee carries out as many professional development activities as possible as documented on the EDAP and/or as planned to meet the professional development hours requirement for his or her position, given operational and budgetary constraints. The employee applies for training in accordance with established policy and procedure. (See PSA Management Instruction 6007, Procedure for Applying for Training, currently under development.) The employee attends training in a responsible and timely fashion. (See related PSA Management Instruction 6008, Attendance at Training and Professional Conferences, currently under development.)
- L. The employee (no later than two weeks after completing the professional development activity) completes the appropriate after-action process. If the professional development activity was formal training or any other professional development activity for which a SF-182 was completed, the employee must complete Part C of the SF-182 to document what he/she has learned in the formal training and to indicate how he/she will transfer that learning to the workplace. Once completed, the employee is responsible for initiating a brief “after training” discussion with the supervisor to clarify the training’s applicability to his or her position and to review the completed Part C of the SF-182 with the supervisor. If the professional development activity was attendance at a professional conference for which the employee wishes to receive professional development hours credit, the employee completes the “Conference Attendance: Verification of Training Hours Form” and submits it to the appropriate Training and Career Development Liaison. The employee then chooses one of the techniques described below in “M.” to document transfer of learning.
- M. Transfer of learning from other professional development activities not requiring a SF-182 may be documented in a variety of ways:
1. A brief discussion with the supervisor, relating how the professional development activity learning will transfer to the workplace.
 2. A written account of learning acquired through the professional development activity and behaviors the employee will change or enhance due to the professional development activity.
 3. A presentation or training delivered to the employee’s colleagues in the unit or office demonstrating how the employee’s learning can be applied to enhance processes and behaviors already present in the unit or office.

See Management Instruction 6008, Attendance at Training and Professional Conferences, currently under development, for more information on the SF-182 Part C and how it is to be completed to document learning acquired in formal training.

N. The supervisor submits documentation of achievements in the area of professional development activities for his or her employees during periodic performance discussions with the supervisor's manager.

O. Responsibilities:

1. **Employee.** If an employee maintains an EDAP, he or she is responsible for drafting the EDAP and listing desired professional development activities. If the employee does not maintain an EDAP, he or she is still responsible for meeting the professional development hours required for his/her position. All employees are responsible for applying for training according to Management Instruction 6007, Procedure for Applying for Training (under development), and attending training and carrying out other professional development activities in a responsible and timely fashion. If Agency need prevents the employee from attending a course for which he or she is registered, the employee must notify the Training and Career Development Center (T&CDC) in accordance with Management Instruction 6008, Attendance at Training and Professional Conferences (under development). The employee is also responsible for integrating relevant professional activities into his/her on-the-job performance.
2. **Supervisor.** The supervisor is required to participate in the development of the EDAP (Policy Statement 6006, Employee Development Action Plan) for employees who choose to maintain an EDAP. The supervisor schedules workloads and office coverage far enough in advance to ensure that employees have the opportunity to fulfill their minimum hours of professional development as prescribed in this policy statement, consistent with Agency operational and budgetary constraints. Finally, the supervisor is responsible for documenting the development of his or her employees, using either the EDAP or the Supervisor's Employee Record (for those employees who do not yet have an EDAP or who have opted out of maintaining an EDAP).
3. **The Training and Career Development Center (T&CDC).** The T&CDC provides the best possible formal training available, enabling all employees to have the opportunity to attend formal training as needed. The T&CDC provides career coaching required to help employees choose relevant professional development activities in order to meet their yearly professional development hours requirements. The T&CDC supports and coordinates with supervisors to ensure that this policy statement is properly implemented. The T&CDC notifies all employees of training events and other professional development activities in a timely fashion. The Director of Training and Career Development provides oversight in validating hours assigned to professional development activities listed on employees' EDAPs or as requested by employees who do not maintain EDAPs.

V. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

5 C.F.R. § 410.404

B. Supersedures

None

C. References

PSA Policy Statement 6001: Substance Abuse Treatment Training Program

PSA Policy Statement 6003: Commitment to Continuous Learning

PSA Policy Statement 6005: Agency Mentoring Program

PSA Policy Statement 6006: Employee Development Action Plan (EDAP)

PSA Management Instruction 6007: Procedure for Applying for Training (under development)

PSA Management Instruction 6008: Attendance at Training and Professional Conferences (under development)

D. Attachments

Appendix A: Definitions

Appendix B: Yearly Mandatory Professional Development Hours

Policy Statement 6004, Yearly Mandatory Professional Development Hours
Appendix A, Definitions

- A. **Attendance at Professional Conferences.** Attending professional conferences as authorized in 5 CFR § 410.404 may count toward professional development hours. Only hours spent in “planned, organized exchanges of information between presenters and audience. . .” may be counted towards the professional development requirement.
- B. **Competencies.** Measurable behaviors that demonstrate the knowledge, skills and abilities that are necessary to achieve success for the organization and in one’s job.
- C. **Core Competencies.** Competencies that every employee (at all levels) must demonstrate in order for the employee to succeed personally in his/her position and for the organization to accomplish its mission. (See Policy Statement 6003, PSA’s Commitment to Continuous Learning, for more information on the Agency’s Core Competencies.)
- D. **Developmental Programs.** PSA programs or PSA-endorsed programs that allow employees to acquire competencies that may make them qualified for other Agency positions or promotion within their current position. Participation in these programs does not ensure an employee a new position or advancement. Such programs are also referred to as career transition programs. An example of such a program is the Substance Abuse Treatment Training Program (SATTP). (See Policy Statement 6001, Substance Abuse Treatment Training Program, for information on the SATTP.)
- E. **Directed Reading Activity.** An activity in which a group of employees read and discuss books that have been approved by the Director, Training and Career Development as having relevance to PSA core competencies or job specialty competencies required by the group. Facilitators lead book discussions that center around applying principles learned through the readings to PSA, participants’ jobs and their own personal growth.
- F. **Employee Development Action Plan (EDAP).** A tool that aligns the employee’s core and job specialty competencies and or performance plan elements with professional development activities that will help the employee improve performance and achieve short and long-term career goals. The document serves as a career planning tool for employees and a performance improvement tool for supervisors. (See Policy Statement 6006, Employee Development Action Plan, for additional information on formulating and maintaining an EDAP.)
- G. **Formal Training.** Training generally delivered to the employee in a classroom environment with an instructor or a facilitator presenting pre-

prepared course content. Formal training can also be presented through computer aided instruction or distance delivery methods.

- H. **Job Specialty Competencies.** Behaviors that demonstrate knowledge, skills and abilities required by a specific job group in the Agency.
- I. **Mandatory Training.** Formal training that is mandated by the Office of Personnel Management for all Federal workers or by PSA or CSOSA leadership for PSA/CSOSA employees.
- J. **Mentoring Program.** A formal, structured program that supports and enables the transfer of institutional knowledge and skills from senior leaders and subject matter experts to other employees throughout the Agency through successful mentoring relationships. (See Policy Statement 6005, Agency Mentoring Program.) A protégé's meetings with his or her mentor can be counted toward the protégé's mandatory professional development hours.
- K. **On-the-job Project.** A project designed to enhance competencies targeted to achieve performance improvement. The project should directly relate to the employee's individual job and be performed as part of his or her duties. On-the-job projects may count toward the professional development hours requirement when the project results in learning and growth for the employee. Routine duties that do not build on skills or provide new challenges or learning for the employee will not count toward the professional development requirement.
- L. **Professional Development.** The process of acquiring, developing and enhancing the competencies needed to achieve the purpose of an employee's job and improve employee performance.
- M. **Professional Development Activities.** Activities that result in learning and growth and lead to professional development and individual performance improvement, thereby enhancing an individual's unit and the Agency as a whole. Professional development activities include but are not limited to attending formal training and professional conferences, participating in directed reading activities, the Mentoring Program, formal shadowing or rotation activities, and other activities as validated by the employee's supervisor and the Employee Development Specialist (EDS) in consultation with the Director, Training and Career Development. These activities are documented on the employee's EDAP or the Supervisor's Employee Record. For a more detailed explanation of the professional development activities listed above, see the individual definitions in this policy statement.

- N. **Rotation.** A professional development activity that allows an employee to work in an Agency unit or office other than his or her own for a specific period of time. This activity develops the core competency, “PSA organization, mission and functions,” and enhances the employee’s job specialty competencies by giving him or her in-depth knowledge and understanding of the target unit or office.

- O. **Shadowing.** A professional development activity that allows an employee to observe another employee in his or her unit or office, or a different unit or office, as the observed employee performs daily activities in order to develop an understanding of a particular Agency process or function.

- P. **Transfer of Learning.** The act of integrating learning that was acquired during a professional development activity into improved performance on the job.

**Policy Statement 6004, Yearly Mandatory Professional Development Hours
Appendix B, Hours Required by Job Series/Job Specialty Group**

A. **Introduction.** This appendix addresses those Job Series that have special mandatory professional development hours requirements based upon job specialty group as well as guidance on how professional development hours are to be acquired.

B. Professional Development Hours by Job Series/Job Specialty Group

1. **New first level supervisors** (team/unit supervisors) are to receive a minimum of 48 hours of initial supervisory professional development within the first 12 months of their appointment.
2. **Existing first level supervisors** (team/unit supervisors) and **second level supervisors** (branch managers and others who supervise supervisors) are to receive a minimum of 40 hours of job-related professional development annually.
3. **Series 101** personnel occupying **Pretrial Services Officer (PSO)** positions are to receive a minimum of 40 professional development hours annually.
4. **Series 101** personnel occupying **Assistant PSO** positions are to receive a minimum of 32 professional development hours annually.
5. **Series 102** personnel occupying **Drug Testing Technician** positions are to receive a minimum of 24 professional development hours annually.
6. **Series 415** personnel occupying **Toxicologist** positions (**Drug Analyst**) and **Series 1320** occupying **Chemist** positions (**Drug Analyst**) are to receive a minimum of 40 professional development hours annually.
7. **Series 0404** personnel occupying **Biological Science Laboratory Technician** positions (**Lab Tech**) are to receive a minimum of 40 professional development hours annually.
8. **Series 1102** personnel occupying **Contract Specialist** positions are to receive a minimum of 20 professional development hours annually.
9. **All other full-time employees** are to receive a minimum of 16 hours of professional development during each Fiscal Year.

C. Accumulating Professional Development Hours

1. Professional development activities count toward employees' mandatory professional development hours and result in learning and growth leading to professional development and individual performance improvement, thereby enhancing employees' units and the Agency as a whole. Professional development activities include but are not limited to attending formal training and professional conferences, participating in directed reading activities, the Mentoring Program, formal shadowing or rotation activities, and other activities as validated by the employee's supervisor and the Employee Development Specialist (EDS) in consultation with the Director, Training and Career Development.
2. Employees attending formal training or participating in rotations and shadowing activities receive the number of mandatory professional development hours equivalent to the hours actually spent in carrying out those activities.
3. Protégés involved in a formal mentoring relationship are to calculate half the time spent meeting with their mentors in the particular fiscal year to determine the number of hours toward fulfilling the mandatory professional development requirement. Time spent on developmental activities assigned by the mentor during the fiscal year will go toward fulfilling the professional development requirement separately from mentoring meetings. Mentors receive professional development hours for the two-day mentoring training they attend and for contact meetings they attend in the context of the Mentoring Program. Mentors do not receive professional development hours for meeting with their protégés.
4. Employees who participate in a directed reading activity may count the time spent in meetings discussing the readings toward their professional development hours. Employees read the selected books on their own time. The Agency provides the books to the employees and provides a facilitator for discussion meetings.
5. Attendees at conferences will receive hours based on actual hours spent in training defined as “. . . planned, organized exchanges of information between presenters and audience . . .” (5 C. F. R. § 410.404) rather than total time spent at the conference. Employees are to document these activities with learning objectives associated with the activity for validation by the Director, Training and Career

Development using the Conference Attendance: Verification of Training Hours Form. (See Management Instruction 6008, Attendance at Training and Conferences, currently under development, for additional information.)