

## Supervisor Credit Program Overview

### Introduction

In an effort to provide career development opportunities, Salt Lake County offers employees who have never had a direct supervisor role to participate in a **Supervisor Credit Program**. There are course work requirements and a required assignment involving predefined hands-on work experience for the employee. Both requirements are outlined below.

### Course Work Requirement

Employees must complete the seven core courses listed below as well as three general elective courses. All required courses will be offered through the [Employees' University](#).

SBC Module 1 Know Your County	SBC Module 5 Team Management 2
SBC Module 2 Communication	Employee Relations
SBC Module 3 Developing an Engaged Employee 1	Elective 1
SBC Module 4 Developing an Engaged Employee 2	Elective 2
SBC Module 5 Team Management 1	Elective 3

*Employees may complete the existing Supervisory Certificate Program to meet the coursework requirements for this Supervisory Credit Program, but they will still be required to complete the assignment portion of this program.*

*If an employee has completed the Supervisor Certificate Program within the last two years from the date of application they will not need to retake the classes.*

### Assignment Requirement

In addition to the required courses, employees will need to complete a comprehensive work assignment designed by the agency. Through this program, employees may earn one full year of credit as a supervisor.

#### Supervisory Credit Project Description

1. Project Design. The project will involve extensive hands-on experience with a high level of accountability and complexity.
2. Project Duration. The project duration will be for a minimum of twelve months (as well as the required course work).
3. Project Complexity. The project may include responsibilities such as the employee serving in an "Acting In" capacity; the employee serving as the "lead" of no less than two full-time staff; they could be provided an opportunity to lead and manage a project that deals with team management and conflict resolution. In all cases they should assist with the performance management process and have the opportunity to assess and apply Salt Lake County policies and procedures.

## Roles and Responsibilities

### Agency

Agencies will be required to sponsor employees who participate in this program. Their sponsorship will require the agency director to submit a completed **Supervisor Credit Program Application** to the HR Director for review and approval on a case-by-case basis.

If approved, the project should be incorporated into the employee's *and* the supervisor's Performance Development Plans. This supervisor credit project should be tracked as a job goal for which both the employee and their supervisor will be accountable. Six months into the program, the supervisor will be required to complete a written assessment of the progress of the assignment and completed coursework. Upon completion of the assignment, the Agency sponsor will be required to submit a written performance assessment and project completion signatures.

### Employee

The employee will be required to complete the courses and assignment within a twelve month period. Six months into the program and again upon completion of the assignment, the employee will be required to submit a written performance and learning assessment. It will be the employee's responsibility to make mention of their participation in the Supervisor Credit Program in any employment application they complete for Salt Lake County.

*NOTE: Supervisory credit is applicable only to Salt Lake County jobs and not applicable to positions outside the County.*

### Human Resources

The HR Director will review and approve or deny all Supervisor Credit Applications on a case-by-case basis.

For applications that are approved, once the performance assessment and project completion signatures are received by the HR Director, HR staff will enter the twelve months' supervisory credit on the employee record.

### References:

[HR Policy 6-100: Performance Development and Improvement Plans](#)

[HR Policy 6-200: Training and Training Repayment](#)

## Supervisor Credit Program Application

### Course Work Requirement

employed by  will be required to complete the following coursework within the period of  and .

### Seven Required Core Classes

- SBC Module 1 Know Your County
- SBC Module 2 Communication
- SBC Module 3 Developing an Engaged Employee 1
- SBC Module 4 Developing an Engaged Employee 2
- SBC Module 5 Team Management 1

- SBC Module 5 Team Management 2
- Employee Relations

### Three Required Electives

1.

2.

3.

### Assignment Requirement

will be requesting twelve months' credit as a supervisor upon completion of the following hands-on assignment.

1. Project Design (Overview)

2. Project Duration. The project duration will be a minimum of twelve months in exchange for twelve months of supervisory credit. Please include the projected start date and end date for this assignment.

Start Date:  End Date:

3. Project Complexity. The project may include responsibilities including but not limited to:

- Overseeing and building a team of subject matter experts
- Providing vision and direction for a long-term project
- Delegating assignments
- Supervising activity and monitoring results

Please provide the necessary detail below that will include enough justification for the employee to be granted supervisory credit.

Department / Elected Office

Division

Sponsor / Supervisor (Printed Name)

Sponsor / Supervisor (Signature)

Date