

Supervisor Credit Program Overview

Introduction

In an effort to provide career development opportunities, Salt Lake County offers employees who have never had a direct supervisory role 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 six core course work requirements as well as four general elective courses. All required courses will be offered through the Employees' University.

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|---|--------------------------------------|
| 1. SBC Module 1 – County Government 101 | 5. SBC Module 5 – Employee Relations |
| 2. SBC Module 2 – Communications | 6. SBC Module 6 – Team Building |
| 3. SBC Module 3 – Building the County Workforce | 7. Elective 1 |
| 4. SBC Module 4 – Managing Employee Performance | 8. Elective 2 |
| | 9. Elective 3 |
| | 10. Elective 4 |

Participants should choose electives that develop skills that support a successful project outcome. They will also be assigned, through Saba Learning Management Systems, and required to successfully complete two case studies and an assessment at the end of the Supervisor Boot Camp (SBC).

NOTE: Employees who have completed the existing Supervisory Certificate Program in the last two years will meet the coursework requirements for this Supervisor Credit Program. But they will still be required to complete the assignment portion of this program.

Project 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. This project will involve extensive hands on experience with a high level of accountability and complexity. Participants must show how they manage team performance, recognition, and conflict.
2. Project Duration. The project duration would 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 & Responsibilities

Agency Roles

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 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. Upon completion of assignment, the Agency sponsor will be required to submit a written performance assessment as well as project completion signatures.

Employee

The employee will be required to complete the required courses and assignment within a 12 month period. 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

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 and track 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

_____ employed by _____ will be required to complete the following coursework within the period of _____ and _____ and successfully complete an approved project and report to receive twelve months supervisory credit.

Course Work

6-Required Core Classes: Supervisor Boot Camp

- SBC Module 1 – County Government 101
- SBC Module 2 – Communications
- SBC Module 3 – Building the County Workforce

- SBC Module 4 – Managing Employee Performance
- SBC Module 5 – Employee Relations
- SBC Module 6 – Team Building

4-Required Electives (The Employees’ University training schedule is released in early winter of each year. EU does not guarantee the courses the participant list, here will be offered during the upcoming training year)

- 1. Elective 1 _____
- 2. Elective 2 _____
- 3. Elective 3 _____
- 4. Elective 4 _____

Project

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

Start Date: _____ End Date: _____

2. Project Design (Overview)

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

Other (please specify) _____

Please provide the necessary detail below that will include enough justification for the employee to be granted the requested amount of supervisory credit. Include information regarding specific tasks, number of employees on the team, and scope of project/program.

4. Project Reporting. Participants and their supervisors are required to submit a mid-year and final project report. These reports will be managed in Saba. They will be assigned with due dates based on the start dates identified in this application (i.e. 6-months for mid-year and 12-months for final). The reporting document will be downloaded from Saba, completed, and uploaded back to Saba for review.

Signatures

_____	_____	
Department / Elected Office	Division	
_____	_____	_____
Sponsor / Supervisor (Printed Name)	Sponsor / Supervisor (Signature)	Date
_____	_____	_____
Participant (Printed Name)	Participant (Signature)	Date

Note: To digitally sign this document, select Tools > Certifications > Digitally Sign and follow the signature instructions provided by Adobe.