

Section N

Element No. 14

CAREER MOBILITY


Sec. 46a-68-91




Career Mobility

Under Section 46a-68-91(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University makes every effort to provide a centered-career (upward) mobility program, as required by section 46a-68 of the Connecticut General Statutes, for occupational groups, which includes, but is not limited to, secretarial, clerical, supervisory clerical, semi-skilled, crafts and trades, supervisory crafts and trades, custodial, supervisory custodial and laborers. The University makes provision for career counseling for such occupational groups.

The leadership of Western Connecticut State University is aware that essential aspects of sound management practice and the realization of affirmative action goals include the greater use of employees' skills and abilities and the development of employees for higher-level work. The University's Career Mobility Program consists on the following services and resources available to University employees:

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- (1) Education and training opportunities are an integral part of the University's mission. Free or reduced tuition costs for employees are available for those who wish to pursue undergraduate, graduate, or professional degrees. Additionally, many other types of training are available to employees at no cost whatsoever. These opportunities include: State of Connecticut in-service training, university-sponsored trainings, conferences, meetings, webinars and workshops. Many of these professional development opportunities prepare employees to take on supervisory roles. Others provide development opportunities to new employees, such as basic and advanced technology skills;
 - (2) Pursuant to their respective collective bargaining agreements, employees (and their dependents, if applicable) are eligible for tuition reimbursement for college courses taken;
 - (3) Flex-time options when the employee's academic schedule occurs (or conflicts) with the employee's work hours;
 - (4) Consultation with supervisors for employees interested in promotion or reclassification. This is a voluntary process open to all University employees, however, the focus is primarily on entry-level technical paraprofessional, clerical, protective services, and maintenance employees;
 - (5) Tuition Waivers: Unclassified and Administrative Clerical employees (and their dependents) are eligible for tuition waivers pursuant to their collective bargaining agreements or the management/confidential employee policies.
 - (6) Other components of the University's Career mobility program include: opportunities for career development and preparation for higher level work; opportunities for advancement both within and across occupational lines; and education by which classified employees may gain entry to higher level career ladders.



Career development plans for University employees who have an interest and motivation for advancement are important Career mobility tools. Career development plans are: (1) tailored to the needs, individual capabilities, and motivation of employees so that they will have the opportunity to reach their highest level of performance; and (2) related to the present and future needs of the agency.

Counseling and guidance is also available to employees in order to encourage and assist them in planning and achieving training, education, and career goals. The University encourages employees to meet with the Human Resources Department staff to discuss career development.

Career counseling sessions are available to any employee seeking to select a career path, make decisions on educational directions and be advised on promotional examinations given by the Department of Administrative Services. However, the Department of Administrative Services have been eliminating promotional examinations with the use of JobAps (see Section XX, Element No. XX: XXXX) to foster career mobility for promotional opportunities with advanced clerical, technical/paraprofessional, protective services, skilled trades and service maintenance positions. These sessions are available upon request from either the Human Resources Department and the Office of Diversity and Equity. Training opportunities are an integral part of the University's career mobility program. These training opportunities are designed for employees to attain new skills and abilities and to prepare themselves for advancement both within and across occupational category lines. Types of training activities available include:

- State of Connecticut In-service training: The schedule is available to all staff and money has been budgeted to help facilitate attendance at appropriate programs.
- University Sponsored training: A variety of computer and technology in-service training programs are continuously offered at no cost to permit staff to upgrade their skills.
- Conferences and workshops: Employees are provided with the opportunity to attend educational events occurring during normal working hours, usually requiring a travel authorization and normally lasting five days or less. Funds may be available under a union contract.
- Educational leave: Employees can take time off with or without salary during normal working hours to attend courses and/or educational events usually lasting more than five days.

(b) As stated in Section 46a-68-87, under training and counseling, the University has identified no aspect of the employment process, which impedes or prevents the full participation of all individuals, including those with disabilities. To that end, the University has an effective program of accommodation and entry level training for all employees, including persons with disabilities. All University trainings are provided equally for abled and disabled persons. There are no trainings, which the University provides that are not open to persons with disabilities.

During the reporting period, the following career counseling sessions as well as referral for identified training(s) were documented:

University's Career Mobility Program Employee Records from April 1, 2017 to March 31, 2018								
Occupational Category	No. of Participants	Gender		Ethnicity				
				White	Black	Hispanic	Asian	Other
Management/Confidential	1	Male	1	2				
		Female	1					
Faculty	12	Male	4	4 WM	2 BF	1 HF		1 OF
		Female	8	4 WF				
Professional/Non-Faculty	2	Male	0	1 WF		1 HF		
		Female	1					
Secretarial/Clerical	1	Male	0	1 WF				
		Female	1					
Service Maintenance	3	Male	3	2 WM		1 HM		
		Female	0					
Protective Services	0	Male	0					
		Female	0					

With that in mind, the Office Diversity and Equity, in conjunction with the Human Resources Department will continue providing the above-mentioned resources and services for the University's career mobility program. Also, the Office of Diversity and Equity and the Human Resources Office will maintain electronic job boards, on the Human Resources webpage as well as with the Higher Education Recruitment Consortium ("HERC"), where notices for current vacancies are posted, including postings from WCSU and other Connecticut State Colleges and Universities opportunities.