Clemson University Libraries Classified Staff Career Success Program

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Clemson University Libraries
Classified Staff
Career Success Program
What is the goal of our CSP?

• The goal of the Clemson University Libraries Classified Staff Career Success Program is to provide a career path that uses a variety of learning opportunities to enhance an employee’s current job skills. Within this program the power of career success will be in the hands of each employee. The results will benefit the employee, the libraries, the university, and the community as a whole.
What are the benefits?

- The CSP will support the Libraries’ commitment to recruit and retain an outstanding workforce.
- This program will also create a positive and motivated staff.
- All classified employees have the potential to be involved.
- This program puts the power of success in the hands of each individual employee.
- Employees will be involved in a variety of learning opportunities both inside and outside the library.
What is the history of the program?

In 2003 the Clemson University Libraries established a Career Path Committee (since renamed the Career Success Committee) to study the feasibility of a career path program for its classified staff. Extensive research was done in regard to success and non-success of the career path programs at other University Libraries as well as career path programs on campus at Clemson. The classified staff of CU Libraries was involved through meetings, surveys, and other input as to what they would like to see in a career path program. Based on findings from these sources, a Career Success Program was developed using the following guiding principles:
Guiding Principles

- A program that relates directly to an individual’s job.
- A program that is equitably open to all classified staff employees.
- A program in which participation is not mandatory.
- A program in which monetary compensation is well defined.
- A program that is challenging yet obtainable.
- A program in which success of the employee is in their own hands.
- A program that benefits the individual, the library, the university, and the community.
Who can enter the program?

- Any classified staff library employee who has been employed in the libraries for at least 2 years, and in their current position for at least 1 year.

- Any employee who has used no more than 30 days annual leave and 15 days of sick leave in the previous calendar year.

- Any employee who has received at least an overall “exceeds” rating on their last Employment Performance Management System rating (EPMS), or has a “meets” with a recommendation from their supervisor.

- Any employee who has not completed the Career Success Program within the last 2 EPMS review cycles.
Step by Step Through the Program

- Joe wants to enter the CSP.
- Joe goes to his supervisor and discusses his interest in participating in the program.
- Joe meets all of the entry criteria so Joe, his supervisor, and/or his unit head sign the Enrollment Form.
- Joe takes the Attendance Record Form to the Libraries HR Manager for approval.
- Joe then takes his Enrollment and Attendance Record forms to the Dean for final signature and documentation of expected compensation.

*If a participant does not meet the entry criteria, he will receive written notification of such from the Libraries HR manager and/or his supervisor.
How does Joe get started?

• Joe will attend an orientation session with other participants in the program.
• Joe will be assigned an advisor from the CSP committee.
• This advisor will give Joe his portfolio and explain that they will be available for any questions as he goes through the program.
• Joe will have one year to complete the program. The program will follow the EPMS cycle.
What does Joe need to do now?

As a participant, Joe will have the opportunity to collect credits for his participation in various activities. The CSP committee will provide a list of pre-approved learning opportunities. These include:

- CPR, first aid, and AED certification
- Conferences
- Seminars
- Workshops
- University, Library, and/or Professional Development Courses
- Volunteer opportunities at the library, university, and community level

**Opportunities other than those on the pre-approved list may be submitted for consideration by the committee.**
Joe must complete objectives in four areas. They are...

- Library
- University
- Community
- Personal Development
Library Activities

• Actively serve on or volunteer with at least one group or committee (12 hrs)
• Attend at least 8 library sponsored classes (12 hrs)
• Volunteer for at least three library functions (6 hrs)
• Attend at least two non-library sponsored, work related classes (14 hrs)
• Become a mentor for someone (10 hrs)
• Be mentored by someone (10 hrs)
• Attend two departmental open houses
University Activities

• Actively serve on at least one university group or committee or volunteer for two university wide functions (12 hrs)

• Attend at least four university sponsored classes (8 hrs)
Community Activities

• Volunteer with at least two different civic community service organizations for a total of 18 hours.
Personal Development Activities

• Attend at least two personal development classes or successfully complete one college level course (15 hrs)
How does Joe keep track of his progress?

- Each employee who participates in the CSP will maintain a portfolio. Joe’s portfolio will be made up of forms supplied by the CSP committee. Proper documentation of approvals and coursework must supplement these forms, and will be kept in an orderly manner with summary sheets.
Mid-Year Reviews

• During the month of October, to coincide with the EPMS 6 month review, Joe will meet with his designated CSP advisor to discuss his progress.

• This review provides an opportunity for Joe and his advisor to discuss questions or concerns.
Final Review

• Joe will submit his portfolio to the CSP committee in February, to coincide with the EPMS review cycle. It is recommended that portfolios be turned in early if the participant desires them to be reviewed before final review.

• The committee will ensure that all aspects of the program have been completed.

• If Joe’s work is acceptable, then the committee will recommend to the Dean that Joe receive his compensation.
What if…

• If Joe cannot complete the program, he has the option of applying any earned credits to his yearly EPMS.

• Credits do not carry over within the CSP program.

• If he has missed no more than the specified number of days, Joe can apply for re-entry into the CSP program during the next application cycle.
Who will be responsible for advising the CSP Participants?

- The CSP committee will be composed of eight members: the Libraries Human Resource Manager (ex officio), one Library faculty member and six Library staff members.

- These members will be elected by the faculty and staff via the Libraries Administrative Council. Two members will rotate off the committee every three years, with the exception of the Human Resource Manager.
The charge of this committee is to...

- Establish a list of classes that will be acceptable for the program and to approve or disapprove any classes an employee chooses outside the designated list. This list will be reviewed as needed by the committee.
- Maintain a website on the CU Libraries staff webpage that will provide necessary information to participants.
How are employees compensated?

- An allocated sum of money will be set aside for the program each year by the Dean.
- Each participant that completes the program will be awarded the same amount.
- The amount will be added to the employee’s base pay and will be considered a permanent performance increase.
- The pay increase will be effective during the first pay period in June of each year.
Questions?

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