

DWQ Intra Division Employee Activity (IDEA) Program

I Introduction

The DWQ Intra Division Employee Activity (IDEA) Program is designed to assist new employees increase the effectiveness of their performance in their new positions and to encourage and provide opportunities for obtaining skills, knowledge and abilities which may improve their chances for career advancement within the Division.

The employee has the primary responsibility for individual career development and should, therefore, make career interests known to the supervisor.

II Definition and Purpose

Activities should be designed to (1) help employees acquire and enhance skills, knowledge and abilities; (2) enhance employees' opportunities for mobility and advancement within the Division, and (3) support the need for succession planning.

This document's primary purpose is to formalize activities. The program documents will identify the employee's supervisor; outline the nature of supervision to be received; set forth the specific tasks to be assigned to the new employee; describe the skills, knowledge, and abilities to be acquired; provide the timetable by which these activities will be governed; and provide a way to evaluate performance.

III Guidelines

Eligibility: Full-time employees, with a good performance rating or better, with probationary status. The expectation is that the activity will be done within 6 months of the employees hiring date. The responsibility to ensure this rests with the supervisor, and should be a part of the work plan of all supervisors.

Approval: The application for the activity must be initiated and approved by the employee's supervisor, and by the manger of the regional office or section in which it will occur.

Length of Activity: The supervisor of the employee's work unit and the supervisor of the unit in which the training is to be done will negotiate specific schedules. Training is generally done during normal business hours.

Budget permitting, new employees in DWQ regional offices are encouraged to seek placements at the central office in Raleigh. Conversely, it is encouraged that central office employees perform activities at a regional office.

IV Planning

Application for IDEA: The process of applying for cross training is done by the employee, his or her supervisor or section chief, and the supervisor of the unit providing the training.

After identifying an opportunity, the first step is the completion of an Application for Cross Training. While the employee has the primary responsibility for completion of the application, the employees' supervisor and the supervisor of the unit providing the opportunity must proactively assist.

The application describes the employee's current job; the skills, knowledge and abilities the employee hopes to gain through cross training; and the objective(s) the employee ultimately wishes to achieve through cross training.

V Completion

Completion of 16 hours of IDEA should be documented in the employee's performance management evaluation.