

Succession Planning Assistance Programs

In an effort to help prepare employees to be ready for future opportunities, the County offers several programs to assist them.

Performance Planning and Appraisal (PPA's)

First as part of the annual performance planning and appraisal process (PPA's), the employee and supervisor have the opportunity to discuss as part of goal setting the career interests of the employee. They can discuss what it would take to get to the next step, any additional training or education that might be needed and see if there are opportunities to involve the employee in projects or tasks at that next level. Further, they can discuss training opportunities or share information about the tuition reimbursement program.

Tuition Assistance Reimbursement Program (TARP)

The County offers all regular employees who have completed their new hire probation the ongoing opportunity to receive education needed to facilitate the development of knowledge, skills and abilities related to job duties and/or growth within the organization through the Tuition Assistance Reimbursement Program (TARP). The program is for tuition costs to attend "for credit" courses within an accredited institution of learning. Doctorate programs are not eligible under this program. Employees must submit documentation of a grade of "C" or better for approved coursework and a grade of "B" or better for graduate courses to be eligible.

Tuition assistance is determined by the availability of funds and limited to a maximum of fifteen (15) credit hours for undergraduate and/or graduate coursework during a fiscal year for each applicant. The assistance is for a maximum rate of \$100.00 per undergraduate credit hour and up to \$250.00 per credit hour for graduate level courses.

In the event that some portion of the course is during a regular employee's normal work period, the employee can seek approval for flexibility regarding their work schedule from their immediate supervisor. However, assigned class assignments/ homework are not to be done during working hours.

Need 2 Know Training

In an effort to assist new supervisors and those employees aspiring to become supervisors, the County created a six-hour course called Need 2 Know. This course is mandatory for all new supervisors. It was set up as a nuts and bolts course to share the various processes, policies and rules a supervisor would need to know in the course of the workday. Topics include presentations from Human Resources (HR), Finance, Payroll, Procurement, Information Management (IM), Records Management and the Boards and Commission liaison. Attendees get an overview of various leaves, policies, recruitment process, PPA process, budget process, procurement process, how to approve time and attendance in payroll system, how records are to be saved and the retention process. During each segment, the attendees can ask

questions and learn how the County operates, where to find the information they might have a need to use as well as the points of contacts that can assist them with that particular program.

This course is a prerequisite for the Los Alamos County Academy and is generally offered once a quarter or as needed.

LAC Academy

In order to attend the LAC Academy, an employee must be nominated by their supervisor and have completed the Need 2 Know Training. This is a 9-week course (1 day a week) and is sponsored by the Senior Management Team (SMT). Throughout the course, employees receive information on the following topics: Approach to Leadership; Meyer Briggs Assessment (MBTI) and Teamwork; Communications and Public Protocol; HR Topics & Conflict Management; Stress Management; Situational Leadership; Decision Making; Time Management; Change Management; and Transformational Leadership. Our Senior Management Team is actively involved in presentations throughout the course, which allows the attendees to ask questions from leaders in our organization and to learn from their experiences. Many of the sessions are interactive and provide tools that employees have found helpful in their day to day activities. Further this is a great opportunity for employees from various areas to meet new contacts throughout our organization.

This course is generally offered twice a year with 20 attendees per offering from all departments.