

# FREQUENTLY ASKED QUESTIONS

## **As an hourly employee, is working toward my developmental goals from my IDP paid or unpaid time?**

Working towards your developmental goals established with your supervisor is paid time. It is important to work in partnership with your supervisor to establish a time that works for your department. Courses should be completed at work. Employees are discouraged from completing courses from home. For many employees, it might be best to set aside a certain amount of time each week to focus on their developmental goals. For others, it might be more beneficial to work around busy cycles within their departments to work on these goals.

## **How often do I need to meet with my supervisor?**

We recommend meeting at least every 6 months to talk about your progress towards reaching your goals on your IDP. However, if you feel you need to meet more often, it is important to work with your supervisor to establish an appropriate schedule.

## **What do I do with my IDP after I complete the final draft?**

Make sure you send a copy of your final draft to your supervisor and keep one for yourself. This helps both of you be aware of, and actively work toward, the goals set on your IDP. Your supervisor will send a copy of your IDP to Human Resources to include in your personnel file.

## **Do I have to do an IDP?**

It is important to work with your supervisor around the expectations and goals for your IDP. For some departments, it might make more sense to have group goals and work on them together. For other departments, it is more beneficial to go with the individual IDP approach. We highly encourage all employees to take advantage of career development opportunities with the program.

## **How does an IDP and its development time commitment align with the SRAP process?**

The goal of the IDP is to develop and grow the knowledge and talents of our employees, which will increase overall productivity. In addition, providing professional development opportunities to employees is a tool to increase retention and engagement of existing staff, reducing costs associated with turnover.