Learning and Growth Request Form - Guidelines for Supervisors

When you receive a Learning & Growth (L&G) Request Form from one of your student employees, what do you do next? Please review the following for guidance and direction when considering the approval of an L&G Request Form:

- **How will it help them grow professionally?**
  - The intent of this program is to make available to students paid time away from their shift to focus on learning. Is this a learning event that will help them develop professionally?

- **How many hours does this particular student have left for training?**
  - Human Resources officially tracks the usage of time allotted to student employees for learning and growth. You may inquire with HR, or let HR notify the student if they've already exhausted their 3 hours per AY.

- **What if the training takes place during a regularly scheduled shift?**
  - If the request form is given to you well in advanced of the learning event, consider working with the student to help them get their shift covered or changed.
  - Student employees are responsible for any shift they are assigned to. Encourage them to get coverage, but be sure they understand that they will not be able to attend the learning event if they are unable to do so.

- **How is time recorded?**
  - Student employees DO NOT clock in/timestamp their regular timecard for paid time at trainings. Library HR will record time spent at a learning event ONLY once it receives an approved L&G Request Form

- **I've approved and submitted my students L&G Request Form, what next?**
  - Library HR, the Learning Organization Librarian, and the Learning and Growth Assistant work closely to track the training completion and the recording of time.

- **How can I use Learning Events to help my unit?**
  - Once annually, and by request, the Learning Organization Librarian releases a Training Transcript to various levels of management and supervision. In working with HR, those transcripts would be distributed to the appropriate supervisor to be reviewed. Supervisors may use these learning events as basis for performance evaluations and assessing potentials for promotions.
  - In keeping with the UCSB Library's Leadership's efforts to transform our culture into a Learning Organization, this program can also help reduce student employee turnover saving money that would be lost spent on time hiring and training.