

University Libraries Cross-Training Program

DEFINITION AND GOALS:

Cross-training is the opportunity to work for a limited period in a different area on a specific interest, while maintaining regular job responsibilities. It provides opportunities for faculty and appointed staff to become more familiar with the operations of other departments and learn other skills. The primary objective is to amplify the effectiveness of the organization by increasing the breadth and depth of employees' expertise. Ancillary objectives include sustaining and improving service and assisting departments with projects or providing backup for other staff.

CROSS-TRAINING LEVELS:

1. Information/Knowledge Sharing enhances knowledge of other library departments or provides training in specific tasks. The recommended period is 1–3 months and 2–8 hours per week.
2. In-Depth Training allows employees to gain new skills and supervisors to gain backup for essential services. The recommended period is 3–6 months and 8–10 hours per week.
3. Job Sharing provides a lengthier commitment that allows for training and a post-training period in which the trainee makes a substantial contribution to the work of the host department. This level typically involves an exchange of employees. The recommended period is up to 1 year and 8-10 hours per week.

PROCEDURES AND POLICIES:

An employee seeking a cross-training assignment should explore ideas with the immediate (home) supervisor. The employee or the employee with the home supervisor may discuss options with the host supervisor. All participants must approve of the plan before completing the first section of the Cross-Training Form. The employee defines the 1) proposed activity, tasks, or project, including the frequency, timing and duration of the cross-training and 2) expected results and criteria for assessing the plan's success. The Library Human Resources Office (LHRO) reviews the employee's file and determines if a revision of standards is needed.

Employees in cross-training may withdraw after one month. Their decision will not have a negative effect on their evaluation for the time spent in the host department.

Employees and supervisors will assess the assignment at its conclusion and offer suggestions for improvement. They will complete the Cross-Training Form and submit it to LHRO for placement in the employee's personnel file.

LHRO may exercise the option to conduct an exit interview and is responsible for evaluating and improving the Program.

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