

Section 46a-68-91

Career Mobility

CONNECTICUT STATE COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN SECTION 46a-68-91 CAREER MOBILITY

Subsection (a)

The Connecticut State Community College (CT State) shall pursuant to Section 4-61u of the Connecticut General Statutes establish an effective program of career mobility as part of their affirmative action/equal employment opportunity program, as required by Section 46a-68 of the Connecticut Affirmative Action Regulations. The career and upward mobility initiatives that occur at CT STATE would include the Secretarial/Clerical and Technical Paraprofessional occupational categories.

The Connecticut State Community College (CT State) shall provide or make a provision for career counseling for such occupational groups in all departments.

All managers and supervisors are encouraged to work with their employees to ensure proper job-readiness and promotional interests are supported in the supervisory and evaluation processes. Any employee that has an interest and motivation for advancement are parts of career mobility. Career development plans can assist them tailor their needs, capabilities, knowledge skills and abilities and motivation of employees to reach their highest level of performance and skills to potentially advance into positions in the future. Counseling and guidance is available to employees in order to encourage and assist them in planning, researching and achieving the training, education and their career goals. Career counseling sessions are encouraged to discuss career development and information about job opportunities within Connecticut State Community College. The career counseling sessions have been done to assist with job announcements, work responsibilities, educational requirements, resume and interviewing tips and techniques, job openings at other State agencies, other colleges and universities. The Human Resources staff and the Equity and Civil Rights team are open to meeting with employees throughout the year.

Training and continued education is a key part of the Connecticut State Community College Career Mobility Program. Training opportunities are designed for employees to attain new skills and competences that prepare them for advancement within and across occupational categories. Training has been encouraged throughout the reporting period and some of the opportunities for employees include:

- State of Connecticut In-Service Training schedule is distributed to all employees during the Fall and Spring semester each reporting period.
- Employees are also encouraged to take courses offered within the Connecticut State Community Colleges. A variety of courses were offered and employees attended at different colleges and universities throughout the year.
- The Connecticut State Community College also offers a variety of computer and technology programs to teach staff new skills to upgrade their knowledge of new software programs. Many of the college and university programs are available to employees who are regularly encouraged to pursue such educational opportunities.
- Tuition waivers and professional development reimbursement offered by the collective bargaining unions are provided to employees and they are encouraged to pursue higher education. Employees are eligible for tuition reimbursement according to various collective bargaining agreements. Employees in all occupational categories are given opportunities to participate in educational and training programs that are designed to enhance career advancement.
- Each new employee meets with Human Resources staff for an Orientation to provide information regarding information on all AA/EEO policies, procedures and the C SCU Discrimination Complaint Process and the State employee benefits package. Presentations and discussions take place regarding the various benefits, such as, tuition reimbursement,

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professional development, and training provisions in the applicable collective bargaining agreement.

Opportunities for other types of training are also addressed at the orientation. Information is provided regarding dissemination of training materials. Each year staff members in most categories participate in training activities that include credit and non-credit courses, state in-service training programs, conferences, seminars, workshops, other activities sponsored by area and national organizations.

Career counseling opportunities are afforded to staff members as requested, and staff members are encouraged to seek assistance from the Human Resource and the Equity and Civil Rights team in discussions regarding career opportunities within the Connecticut State Colleges and Universities (CSCU) and also with other State Agencies within State Government.

Subsection (b)

Connecticut State Community College (CT State) shall establish an effective program of accommodation and entry level training for employees with disabilities.

Such programs shall be part of the affirmative action and equal employment opportunity programs required by Section 46a-68 of the Connecticut General Statutes

Reasonable accommodations are provided to employees with a documented disability to assist them to perform the essential functions of their job. The ADA Coordinator or designee works closely with the employee through the ongoing interactive process to provide reasonable accommodation. An analysis is conducted for each request and steps are followed to ensure proper accommodations are made.

- The ADA Coordinator or designee meets with the employee and usually their supervisor or hiring manager from their department to discuss the employee's limitations as they relate to the essential functions of the position and to discuss various options in regard to accommodating the employee to be able to perform their duties.
- Medical documentation from the doctor or medical provider may be required to document that the employee has a disability and the types of reasonable accommodation (s) that are needed to do the essential functions of the position.
- Connecticut State Community College (CT State) retains discretion to select an accommodation which is deemed to be effective in removing the workplace barrier that is impeding the individual with a disability giving due consideration to the request of employee or applicant.

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The Connecticut State Community College (CT State) recognizes the value of upward mobility within state service and believes that making greater use of employees' skills and abilities and developing employees for higher level work are essential aspects of sound management, affirmative action and equal employment opportunity.

Faculty positions are promoted via the promotion and tenure process and all employees in these positions can engage in this process in accordance with their collective bargaining agreement.

Additionally, unclassified staff may also seek promotional upgrades within their positions as well.

Competitive promotions are less common as many positions are specialized, requiring specific skills that are not often related to other professional positions in the college and do not have promotional opportunities.

Training Opportunities

The college encourages all staff members to participate in formalized educational pursuits, including - conferences, state supported training and other training. Through these activities, the staff acquires the skills, knowledge and credentials needed to prepare them for positions of greater responsibility.

In addition to providing staff opportunities to attend conferences, in-service programs, training courses, etc. CT State Community College encourages employees to keep abreast of changes in their fields by authorizing tuition reimbursement, unpaid leaves, professional development funds and tuition waivers.

Career Counseling

Formal career counseling is available to all staff members who request such assistance or those whose performance suggests that they would benefit from it. The Connecticut State Community College Human Resources and Equity and Civil Rights staff assist employees with career information, educational programs and guidance.

Information about promotional opportunities, higher education, professional development, State of Connecticut governmental opportunities at other State agencies was provided. Assistance with resume writing, interviews tips and techniques and assistance with applications for positions were also part of the counseling sessions.

Upon request, the Equity and Civil Rights team is available to provide career counseling to the public and staff from other colleges and universities or other state agencies regarding employment opportunities or information about positions throughout the Connecticut State Community College.

CT State Community College has established a formal arrangement with Solutions to provide our employees with an Employee Assistance Program (EAP). The EAP affords free, professional and confidential assistance to employees coping with personal problems that are negatively impacting their health, family or job performance.

Career Ladders

When practicable, Job Descriptions are built to ensure lines of progression and career mobility within CT State Community College. However, many positions are unique in their

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job functions which may limit career growth within the type of work or may require employees to seek lateral transfers. Additionally, the faculty series engage in tenure and promotion within the rules set forth in the collective bargaining agreements. All faculty who meet the criteria are eligible to pursue promotion and tenure. At times, bargaining unit staff can seek promotional adjustments within their current positions in accordance with the collective bargaining agreements.

All employees are strongly encouraged to pursue professional development and academic/degrees throughout the CT State Community College or the CSCU System. Additional degree advancement will also create future career opportunities. Tuition waiver programs are utilized by employees throughout CT State Community College.

Upward Mobility - Transfers

CT State Community college adheres to the collective bargaining agreements as it relates to transfers. Additionally, all employees are encouraged to pursue positions within the college or the CSCU system. Classified positions are also governed by the collective bargaining agreement and CT State complies with all rules and agreements as it relates to SEBAC, the Collective Bargaining Agreement, and DAS HR.

Since the Connecticut State Community College has campuses throughout the state and different types of employment opportunities, which allows for more opportunities for transfer from to another.

Also, typically employees from campuses transfer to promotional positions with CT State or the broader CSCU System. These types of promotional opportunities are reflected as resignations in the CT State's Affirmative Action Plan as they are transferring to another state agency in these transactions.

Connecticut State Community College (CT State) does receive notices of employment opportunities available from State agencies and provides these notices to employees.

Mosaic Fellowship:

The Minority Fellowship Program (MFP) (re-named The Mosaic Fellowship Program) is a career development and mentorship program designed for aspiring higher education professionals and faculty.

The revitalized MFP seeks to engage professionals within several sectors of The Connecticut State Community College. The proposed mission and/or vision can be extracted from the following:

- The Mosaic Fellowship Program is designed to attract and retain professionals to the CSCC system by offering mentor opportunities and professional development.
- The Mosaic Fellowship Program is a way to create a pool of qualified candidates for positions within CT State Community College.
- To hire, sustain, and promote people of color within CT State Community College.
- To support and advance professional development opportunities for faculty and staff of color within the community college system.

The fellowship program is an experiential program with external and internal fellows. The external fellows are those not currently employed by CSCC, while internal fellows are selected from those who are employed by CSCC. There will be two types of fellowships: administrative (staff, supervisors, managers) and faculty (full-time and part-time). The Mosaic Fellowship Program will be administered under the CSCC Office of Diversity, Equity, and Inclusion.

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Fellowships will occur during one academic year, beginning in the fall semester. Prospective fellows will complete an application, where they can note their area of interest. Fellows will be matched with mentors from within the community college system.

Fellowship mentors will also have to agree to an academic year time commitment and will be required to complete training. Each campus commits to providing mentors in department and/or discipline areas to ensure that the fellow can shadow those in positions based on their area of interest. Mentors can also come from another campus if the fellow's area of study is not available on their home campus.