

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>On The Job Training (OJT) Plan</b>		<b>SOP #: HR.032.00</b>
Effective Date	11.29.2022	
Last Revision/Review	11.29.2022, 4/28/23	

### **1. Purpose**

The OJT plan is intended to increase the employees' level of experience in the position for which they otherwise qualify for. The OJT plan will create a process for current and/or prospective employees, who were or may be hired below the established median threshold (by at least 10%, due to not satisfying the required level of experience), to obtain the additional knowledge, skills, and competencies necessary to perform a specific job within the college. Working with the Office of Human Resources (HR), the supervisor can create a long-term plan, which may include a multi-year compensation adjustment (subject to Assistant Vice President (AVP) of Human Resources (HR)/ budgetary approval, as well as meeting of established performance expectations). The long-term plan should not exceed a period of more than two years and the gradual compensation increase, if applicable, would be related to the bi-annual market equity study. The supervisor will work directly with the Office of HR to determine the appropriate gradual compensation increases as well as the appropriate timeline to correlate with the Fiscal Year. The supervisor will have the ability to revise the initial plan, if necessary, throughout the process.

### **2. Related Policy/Authority**

B97590, Compensation Guidelines

### **3. Faculty/Staff Responsibilities**

Applicable to all employees, supervisors responsible for implementation/follow up of an OJT plan. Office of Human Resources provides oversight and approval of the OJT plan

### **4. Definitions/Abbreviations**

OJT- On the job training

### **5. Procedural Steps**

1. An OJT plan may be initialized by a department supervisor for a current employee needing to gain additional experience for a position they otherwise qualify for.
2. The supervisor would complete the following steps:
  - a. Complete an assessment of the employee's skills, knowledge, and experience.
  - b. Create a plan for training and follow up
  - c. Identify resources necessary for the development plan
  - d. Define expectations and timeline for completion and salary implications (with AVP of HR review/approval and Finance Office budgetary approval)
  - e. Submit the final plan to the Office of HR for final approval
  - f. Present and discuss the plan with the employee participating in the OJT plan
  - g. Provide regular/documented follow up to the employee and the Office of HR
  - h. Upon completion of the plan, provide a final report to the Office of HR to be filed with the plan.

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### **6. Reports/Charts/Forms/Attachments/Cross References**

OJT Development Form

### **7. Maintenance**

Office of HR to be reviewed annually.

### **8. Signature**

Approved by

4.28.2023

Department Head of Human Resources

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date