

# memorandum

DATE: July 7, 1 997

REPLY TO

ATTN OF: DP-83:Vosburg

SUBJECT: **INDIVIDUAL DEVELOPMENT PLAN POLICY**

TO: ORO Employees

Individual Development Plans (IDP) for ORO employees are a planning tool for identifying developmental activities which support our mission. These plans should be mutually developed with input from both the employee and their supervisors in order to first determine job specific needs and subsequently future demands or skill gaps. Employees should not misconstrue supervisory approval of an IDP to mean they will automatically receive every training course requested in the plan.

It is the policy of ORO to support these activities to the extent that:

- Funding is available to support training and development activities
- Work assignments and job responsibilities are not adversely affected
- Priority is first given to mandatory learning activities such as regulatory, certification, and site access requirements

Scheduling of training and development activities should first start with a discussion between the employee and their supervisor in order to plan for any workload coverage issues that may occur. These guidelines will ensure that there is little or no interruption to ORO work initiatives while at the same time providing needed learning activities and growth potential for our staff.

If you have any questions regarding this policy, please contact Jim Vosburg at 576-3662.

Patricia Howse-Smith, Director  
Human Resources Division