

Riverside County Human Resources Department Passport Program

What is the Passport Program?

Aloha!

The Passport Program is a new cross-training program being utilized within the Human Resources Department.


The program is intended to provide employees with exposure to all functional areas of the department. For example, an employee with significant experience in recruiting may seek to gain experience in leave management or employee relations. The Passport Program provides them with the opportunity to do so.

Participating in the Passport Program enables a staff member (the “traveler”) to learn how to execute specific tasks and projects in a given functional area, by working with another staff member or team for a set period of time.

This program benefits our employees, as well as our department, as it promotes future talent, development, and makes us all more familiar with the various functions of our department.

The following Passport Program brochure details all facets of the Passport Program, including the terms and definitions, benefits of participating, information on how to sign up, and frequently asked questions about the program.

Happy travels!



Passport Program Terms and Definitions

Traveler: The employee who is learning a new area, the trainee

Passport: Document detailing where you've traveled. Stamps are issued in your Passport Book once you have completed all activities and projects on the Destination's travel brochure or itinerary.

Travel alert: Issued when a destination team has a project or activity that they need a traveler for

Travel Guide(s): The employee(s) who are training the traveler on their area of expertise

Destination: The team the traveler is visiting

Boarding Pass: Document issued by a manager, granting their employee permission to travel, to where, and for how long. A Boarding Pass is required in order to apply for a travel alert.

Travel Agents: Managers, either on the original team or destination team

Travel Agency: Learning & Organizational Development Team



Why Should I Participate in the Passport Program?

Travelers:

- Broadens your network and helps build your reputation within the department and the industry
- Learn new skills and expand your understanding of the business and your role
- Allows you to test out an area of interest without making a permanent commitment to the new area
- Makes you more marketable and well-rounded in all areas of Human Resources

Travel Guides:

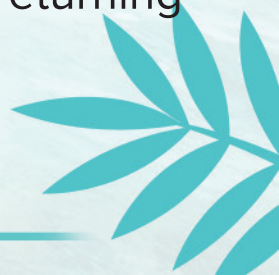
- As a guide, you can share knowledge, expertise and skills in a particular area, which allows you to review and reflect on your own work and gain a fresh point of view
- Support colleagues in their career development and aspirations

Destination Team:

- Creating an environment of continuous learning
- Gain new ideas and good practices from travelers with a fresh point of view
- Affords the guides the opportunity to gain new skills in training and teaching in their area

Traveler's Team:

- Support staff in their career development and aspirations
- Gain new ideas and good practices from staff members returning with a fresh point of view



How does the Passport Program Benefit Our Department?

- Improved employee awareness of organization's roles and functions.
- Knowledge transfer for succession planning.
- Increased opportunities for employee advancement.
- Opportunity to strengthen customer support with more knowledgeable employees.
- Ability to keep employees motivated and "fresh" through assignment rotation.
- Reduced absenteeism and employee turnover.
- Increased ability for managers to evaluate employees across an array of roles.



How Do I Get Started?

Want to gain experience in another area of HR? Did you see a travel alert that interested you?

- Approach your Manager and convey your interest in participating in the Passport Program. Have a conversation about what it is you want to learn, where you would like to travel to, and what your professional development and career goals are. How would participation in the Passport Program help you reach your goals?

Once you have obtained a Boarding Pass:

- You are now able to apply for a travel alert! Watch for L&OD to release travel alerts for the area(s) you are cleared for travel to.
- Once a travel alert is released, follow the link in the e-mail to apply. Remember, opportunities are generally granted on a first come, first serve basis!
- Complete and submit the form in its entirety, including an upload of your Boarding Pass.
- A member of the L&OD team will be in contact shortly regarding your passport to travel!

Assignment of travel is generally based on a first come, first serve basis, but consideration is also given to the following factors:

1. Recent completion of Passport Program for same area being applied to
2. Other traveler applying is near completion of Passport for the area



Program FAQ's

Who administers the Passport Program? Who do I contact if I have questions?

The Passport Program is administered by the Human Resources Learning and Organizational Development team. E-mail HRLOD@rivco.org with any questions or for additional information.

How do you decide who gets to travel and who doesn't?

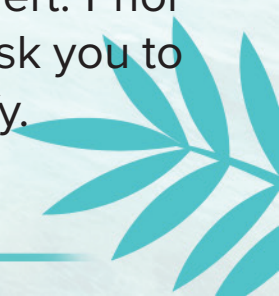
Participation in a travel alert is based on a first come, first serve basis. Generally speaking, if you apply first, meet all of the program criteria, and already have your boarding pass, you will be granted for travel to the destination.

What is a boarding pass? How do I get one? Do I need to have a boarding pass prior to applying to a travel alert?

Possession of a boarding pass means you are cleared to participate in the program. A boarding pass lists what areas you are cleared to travel for, for how long, and for how many hours per week.

Boarding passes are issued by your manager. If you want to participate in the program, and travel over to get some recruiting experience, for example, schedule some time with your manager to convey your interest in obtaining a boarding pass.

You do need a boarding pass prior to applying to a travel alert. Prior to submitting your interest for a travel alert, the system will ask you to upload your boarding pass so that the L&OD team may verify.



Program FAQ's

If I complete my “Passport” in a given area, but really enjoy the work, am I able to still “travel” to that area if my manager is willing to let me do so?

Absolutely. However, travelers who have not completed their passport in that area would be given first priority in a travel alert.

Does participation impact my pay or position in any way? Is this considered a promotion?

No. Participation in the program does not impact your pay or position. It is not a promotional opportunity, but participation in the program certainly can prepare you for future promotional opportunities!

If I don't end up liking the work that I am “traveling” to, am I able to cancel at any time?

Absolutely. If you are not enjoying the work that you are learning, please approach both the destination manager, as well as your manager to discuss ending your travel.

What classifications are eligible to participate?

All classifications are eligible to participate. However, you must not currently be on probation, not on a Performance Improvement Plan (PIP), and a regular (not TAP) employee.



Program FAQ's

Is there an opportunity to provide feedback on my experience in the Passport Program?

Yes! Before, during, and after your travel you will be receiving surveys from L&OD, asking for feedback and for information about your experience!

What is a travel alert? How will they be distributed?

A travel alert is an alert sent out to the department that we have Passport Program opportunities! Travel alerts will be issued to the entire HR department via e-mail, as the opportunities arise.

Where do I apply?

All Passport Program activities will be administered through the Passport Program SharePoint, here:

<https://rivcounty.sharepoint.com/sites/PassportProgram>



Program FAQ's

How do I log or track my hours spent participating in the Passport Program?

After you are approved to travel in the program, you will be asked to use the time reporting code “PPG” to account for all hours spent performing Passport Program related training, projects, or activities when submitting your time sheet in People Soft for each pay period. This time code mimics the “REG” time code and is not tied to compensation – this simply allows L&OD to track time spent participating in the program.

For example: If you are traveling to Employee Relations and spent 2 hours on a given day training and/or working on an investigation, you would enter in 2 hours for that day under time reporting code PPG. The combination of REG and PPG for the day should add up to the total number of hours you work (9 or 10 for most).

All HR Managers have been notified to expect this time code on any employee's timesheet who is currently traveling in the program. Upon approval of your travel, you will receive additional information from the L&OD team regarding this time reporting requirement.

