

Title: Skill Share

Effective Date: 5/7/2020

Applies: University-Wide

Statement: WesternU is well positioned and poised for growth – with our academic programs and with our student services. This is an opportunity for you to grow with it! We have projects that we never seemed to have time to do when we were all on campus. As an exempt or non-exempt employee, this is where you can look for project work across WesternU campuses. As a manager, this is where you can post mission-critical projects that need to get done.

Purpose: To maximize participation and engagement for all employees in a manner that helps the University move forward with many mission-driven projects while filling their full work schedule.

Related Policy Information

During the Covid-19 State of California and Oregon stay-at-home orders in 2020, the majority of WesternU employees were placed on a remote work arrangement. For many of these employees, this meant they are not able to fully perform their daily duties, particularly those duties that are dependent upon a physical presence on campus. [Skill Share](#) was designed to maximize participation and engagement for all employees in a manner that helps the University move forward with many mission-driven projects while filling their full work schedule. Skill Share will continue once the orders are lifted and employees are able to safely assemble on campus again. This is not an employee right or benefit but at the discretion of the University. Accordingly, WesternU may modify, amend, or change Skill Share, its structure, or implementing procedures, as necessary.

The following information outlines the key aspects of Skill Share:

1. Starting a Project:

- **Accessing the Projects**
 - Supervisors, Project Managers and Employees access the Skill Share website at www.westernu.edu/skillshare
- **Submitting Projects**
 - Project Managers/Owners may submit projects to the site and Employees may look through the projects that are listed
 - To submit a project to the site, the Project Manager must have management/supervisory authority at WesternU
- **Expectations commensurate with Employee skills and resources**
 - Projects listed in Skill Share site list the required skills
 - Some projects require experience while others do not
 - Internet access and speed is spotty in some areas. Not all projects will require Employees to be online at all times. Employees may download work where permitted
 - Submit any questions/comments to SkillShare@westernu.edu

- **Selecting participating Employees:**
 - Supervisor approves all Skill Share project participation
 - With approval from the Supervisor, the Manager/Project Owner may interview the Employee to determine competency for the work
 - Number of hours required will be determined by the Supervisor and the Manager/Project Owner
 - Supervisor will issue a notice of temporary assignment to the selected Employee outlining the project, project details, and Project Manager

2. **When an Employee is selected for a Project:**

- **Participating Employee's essential job duties remain unchanged**
 - Skill Share provides temporary special projects, allocating time to miscellaneous work
 - Employees maintain their current rate of salary, no matter what projects they take on
 - Employees take work breaks and lunch as they normally do
- **The Supervisor of Record retains full responsibility for the participating Employee**
 - Performance management, attendance, time off requests, etc.
 - Employee requests go to Supervisor, cc to Project Manager
- **Project Manager is responsible for the management of the project**
 - Empowered to provide directives/oversight with respect to the project
 - If needed, the Project Manager will offer guidance to orient Employees to the project
 - Appraises performance of the participating Employee in partnership with the Supervisor
- **Project Expectations**
 - If selected for a project, the Employee must commit to the best of his/her ability to finish the project
 - Employees keep track of how much time is spent working on Skill Share projects
- **Providing feedback**
 - Supervisor and Project Manager will communicate regularly (near the start, at middle and end, depending on project length) about how the project is going and any concerns
 - Project Manager, Supervisor and Employee evaluate effectiveness of Skill Share as participants and make process improvement suggestions

3. **Ending a Project**

- Projects are limited in duration
- If selected for a project, the Employee may commit to up to 4 weeks of agreed-upon hours on said project
- Projects may be renewed beyond 4 weeks with permission of the Supervisor
- Ending a project early due to changes in circumstances or work demands will require discussion between the Supervisor, Project Manager and Employee and subject to the approval of Skill Share Director

Responsible Department: Interprofessional Education Research and Strategic Assessment

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