7.0 Human Resource Development Policies

7.1 Purpose - The interests of the University are best served through the acquisition and development of skilled and highly trained employees who have a clear understanding of the requirements of their jobs, the best methods of performing them, and the importance of their roles in relation to the goals and objectives of the organizational element, department, major activity or college/school, and University. While career development and job skills acquisition after employment are the joint responsibility of the employee and the employing unit, the University is obligated to provide a program of training and development which improves organizational effectiveness and productivity by enhancing the skills, knowledge, abilities, and competencies brought to the position by the employee and necessary for work related success, individual growth, and career development.

7.2 Mission - Human Resource Development coordinates the program which provides a basic curriculum of courses to orient, train, and develop the employees of the University by improving the skills, knowledge, abilities, and competencies necessary for individual and organizational efficiency and productivity as well as personal career growth.

7.3 Policy - Recognizing the importance of human resource development, the University will establish non-credit training programs, consistent with available resources and on the basis of demonstrated need. All employee training and development programs will be planned so that employees receive the required training to develop skills, knowledge, abilities and competencies to increase productivity and efficiency; to promote the individual's growth at the University; and to increase satisfaction with the work environment. Participation in Human Resource Development programs should be carefully planned as part of each employee's responsibilities and performance evaluation.

7.3.1 These programs will be made available to employees without regard to race, sex, religion, national origin, age, color, veteran status, or disability. Employees are also encouraged to pursue training and educational opportunities provided by the Department of Human Resources. University departments/units are also encouraged to provide in-house training programs.

7.3.2 It is permissible to give employees time off during working hours to participate in training and development activities. Approval is given through regular supervisory channels. The University will schedule employees for Human Resource Development sessions so as to minimize work interruptions. Each department/unit head and supervisor will afford each employee in the work unit an opportunity to participate in University-sponsored training and development programs during working hours. Since attendance at these programs is considered to be paid work time and not time away from work, no employee will be required to make up approved time spent attending these programs.

7.3.3 The Human Resource Advisory Committee--composed of representatives from the Administrative and Professional Assembly, the University Staff Council, and at least one member selected from any other
activities supported for training and development—will annually review the proposed training and
development programs. This committee's examination will determine whether or not the programs meet
the needs of the University community, review the results of current programs, suggest modifications of
programs as necessary, recommend future offerings and instructors, and be briefed on the proposed
annual program. Subcommittees shall be formed, as necessary, from the serviced employee population
and with the consent of the Advisory Committee to examine more minutely any training and development
issue.

7.4 Responsibility - The following entities are responsible for ensuring the accomplishment of the tasks
outlined below:

a) Department of Human Resources
   1) Establish and coordinate mandatory and voluntary Human Resource Development programs.
   2) Notify department/units when employees are required to attend mandatory training sessions (e.g.,
      supervisory training, new employee orientations.)
   3) Arrange training opportunities based upon receipt of requests from departments, units,
      supervisors, and/or employees.

b) Departments/Units
   1) Ensure that employees attend required training sessions.
   2) Provide in-house training opportunities.
   3) Allow employees to attend training and development programs that increase productivity
      and efficiency through enhanced job skills, knowledge, abilities, and competencies.

c) Employees
   1) Attend required Human Resource Development sessions.
   2) Actively seek training opportunities for improved job skills, knowledge, abilities, and
      competencies.
   3) Create own plans of action for career development.

7.5 Procedures - The Department of Human Resources will notify all departments and units of mandatory
training requirements.

   7.5.1 The Department of Human Resources will entertain requests for attendance at voluntary
training sessions from department heads, supervisors and/or employees. Employee requests will
require department head or supervisory approval.
7.5.2 The Department of Human Resources reserves the right to limit participation based on class size, facilities, and/or content focus.

7.6 The Auburn University Educational Improvement Policy

7.6.1 Auburn University's Employee Education Benefit affords active, full-time regular employees the opportunity to take up to five credit hours of University courses per academic term and receive a waiver of some or all of the fees associated with that attendance. New, active, full-time regular employees are immediately eligible for a waiver of the registration fee, and active, full-time regular employees with one year's employment receive an additional waiver of tuition charges for up to five credit hours. Dependents and spouses of active, full-time regular employees are also eligible for a 50 percent remission of undergraduate tuition for courses offered at Auburn University.

7.6.2 For General Provisions: http://www.auburn.edu/administration/human_resources/hrd/educ_opp.htm

7.6.3 Interpretations of this policy and the procedure for its application are the responsibility of the Director of Human Resource Development of the Human Resources Department. Inquiries concerning individual bills for classes should be directed to the Student Financial Services office, and questions about student status should be directed to the Office of Enrollment Management.