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.