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 Policy: In order to permit employees to further their education, Auburn University will allow full-time, regular employees to request to enroll for up to five credit hours per academic period of resident and undergraduate distance-education University courses during the regular work day. While the primary purpose of an employee is to carry out job responsibilities during normal work hours, the University recognizes the importance of further education as a part of employee development. Therefore, the University has established this educational improvement policy to provide a course enrollment benefit for full-time, regular employees.

7.6.2 General Provisions: The educational improvement policy allows a full-time employee to take up to five credit hours per academic period of resident and undergraduate distance education University courses during the regular work day and receive a waiver of some or all of the fees for such attendance.

- For the purposes of this policy, the following definitions apply: “academic period” Fall Semester, Spring Semester and Summer Term; “course” or “class”—a lecture period or lecture period and related laboratory, even if listed separately; “resident courses”—courses conducted on the Auburn University or Auburn University at Montgomery campuses and attended in person by the employee; “undergraduate distance-education courses” undergraduate courses or programs offered as part of the University’s Distance Education/Online courses (excludes all graduate-level and Professional Development distance education programs/courses).

- Attending class during regular work hours:
  
  - Class attendance cannot take priority over the work to be performed. If class attendance is scheduled during regular work hours, approval to enroll in the class must be granted in advance by the supervisor, and time away from work should be made up after regular work hours. See Section 2.2.10 of the Personnel Policies and Procedures Manual for guidance on release from regular work hours to attend class.
  
  - However, when a department head requires an employee to enroll in a course which is directly related to the employee's assigned duties, time spent in class shall be considered a part of the regular work schedule for that employee.

- What is paid: The benefit has two parts:
  
  - a 100% waiver of the registration fee for all full-time, regular employees regardless of the length of employment and whether or not the employee is a fulltime or part-time student, and
  
  - a waiver of tuition charges for up to five credit hours per academic period for fulltime, regular employees who have 12 months continuous, full-time regular service with the University.

- When to register: In order to preclude employees taking advantage of this benefit from displacing other students who are paying the full cost and from creating the need for
additional faculty or more class sections, employees may not register for classes for which they wish to receive the benefit until one week (seven days) before the first day of classes.

7.6.3 Specific Provisions for the Employee Educational Improvement Benefit (EEIB):

- To prevent employees from displacing full-pay students or creating the need for additional faculty or class sections, employees may not register for classes for which they wish to receive the benefit until one week (seven days) before the first day of classes. Employees who disregard this policy and register before this one week restriction in classes for which they wish to receive the benefit, will only be eligible for the waiver of the registration fee; thus forfeiting their eligibility for the tuition waiver portion of the benefit during that academic period.

- Eligibility for the tuition portion of the benefit will begin during the academic period immediately following the full-time, regular employee's 12 month anniversary as a full-time regular employee.

- For employees who have established eligibility by being employed as a full-time regular employee for 12 months, then left employment with the University, but returned to full-time regular employment at a later date, these employees can be immediately restored to eligibility for the tuition portion of the waiver. That is, the establishment of eligibility for the tuition portion of the waiver can be restored for full-time regular employees who previously met the 12 months eligibility requirement during a prior period of employment as a full-time regular employee. Such returning employees need not wait through another 12 months to establish eligibility for the tuition waiver. Employees who believe that they have such eligibility should contact Human Resources to confirm their previous employment dates before registering for classes.

- The waiver of tuition fees is granted for only a maximum of five credit hours of resident courses and undergraduate distance-education per academic period regardless of the number of hours enrolled for the credit hours per course.

- Employees are allowed to take up to five credit hours per academic period, subject to approval by the appropriate supervisor and contingent upon time being made up if the course is taken during the work day.

- Part-time employees, temporary employees, student employees, graduate teaching assistants, graduate research assistants, adjunct professors and visiting professors are not eligible for this benefit.

- Employees must meet the admission requirements expected of all entering students.

- Employees are exempt from registration fees.

- This benefit may be used for enrollment in any resident undergraduate or graduate program and undergraduate distance-education courses including cross-registration between Auburn University and Auburn University Montgomery.
• Under this benefit, employer reimbursements for undergraduates will be treated as a non-taxable fringe benefit. For graduate students if the educational assistance is not job-related, it will be included in the employee's wages and is subject to federal and state income tax, FICA, and Medicare withholdings.

• Employees who terminate their employment for any reason will be allowed to continue under the provisions of this policy only until the end of the academic period in which termination occurs.

• Employees who wish to enroll in undergraduate, distance-education courses may register only on the first day of classes and must be admitted students taking the class for credit.

• The benefit does not apply to graduate-level and Professional Development distance education programs/courses.

7.6.4 Employees applying for admission to the University are eligible for a waiver of the undergraduate admission application fee. To receive the waiver, employees should submit the online admission application up to the point of application fee payment; then deliver a copy of the faculty/staff ID card to Admission Processing, 108 Mary Martin Hall. After a copy of the faculty/staff ID card is received, Admission Processing will complete and submit the application on behalf of the employee. This benefit is for the faculty/staff member only; it is not extended to spouses and dependents. Questions can be directed to Admission Processing at (334) 844-6429.

7.6.5 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.