

Human Resource Development Policy

I. POLICY STATEMENT

The purpose/vision of Auburn Human Resource Development is to connect Auburn people with their future by providing talent development experiences to support their growth. Our mission is to deliver high-quality service in content, instruction, technology, and operational support to employee learners.

II. POLICY PRINCIPLES

Recognizing the importance of employee development, the University will establish non-credit training offerings, consistent with available resources. Training needs will be routinely assessed. Human Resource Development will purposefully develop the skills and abilities of the Auburn workforce in support of the University's long-term vision, mission, strategy, and goals. The offerings will align with the University's performance management process in that job duties/responsibilities/goals and previously identified developmental needs can be supported by training and developmental opportunities.

A. Eligibility Requirements

These programs will be made available to employees without regard to race, sex, religion, national origin, age, color, protected veteran status, disability, or genetic information.

B. Participation Requirements

Employees (including TES part-time faculty) should be given time during regular working hours to participate in training and development activities without penalty. Approval must be given through regular supervisor-employee communications. Since attendance at or taking classes is considered paid work time and not time away from work, employees and supervisors will need to discuss in advance how to ensure work requirements will be met.

C. Training Process

Human Resource Development will create and arrange training opportunities based on requests from departments or units for on-location offerings of existing content and/or create customized content based on demand and/or available resources.

Human Resource Development reserves the right to limit participation based on class size, facilities, technology requirements or limitations, and/or content focus.

III. EFFECTIVE DATE

July 17, 2020

IV. APPLICABILITY

This policy applies to all university employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Director, Human Resource Development

VI. DEFINITIONS

Non-applicable.

VII. POLICY PROCEDURES

VIII. SANCTIONS

There are no sanctions for this policy.

IX. EXCLUSIONS

There are no exceptions to this policy.

X. INTERPRETATION

Associate Vice President, Human Resources