GENERAL TRAINING

Overview

The training and development of staff members is both an institutional and a departmental responsibility. At the department level, each person in a management or supervisory capacity is responsible for the training and development of personnel under his/her supervision. This responsibility includes:

- Providing new staff members an orientation to the department and instruction in job tasks and procedures.
- Providing all staff members training required by re-assignments, new responsibilities, and changes in methods and procedures.
- Developing employee skills and capabilities to meet future department needs.

At the institutional level, the Health Science Center provides formal training and development programs that reinforce on-the-job training, provide consistent standards for the performance of particular tasks, and meet institution-wide needs.

University Training and Development Programs

In-house training and development programs have been established under the guidelines of the State Employee Training Act of 1969. These programs are given for the following purposes:

- To orient new employees to the Health Science Center.
- To train new employees to perform certain specific job tasks.
- To prepare employees to deal with new procedural, technological, and legal developments.
- To improve management, administrative, and supervisory performance.
- To develop or improve other skills and capabilities needed by the Health Science Center.
Among the offices and departments offering training are: Human Resources, Environmental Health and Safety, Office of Sponsored Programs, Institutional Review Board, University Police, Office of Regulatory Affairs & Compliance and Information Management Services (technology training).

The content of existing training programs is generally information, knowledge, or skills that are needed throughout the institution or required by a large number of staff members. In addition, special programs are given for particular categories or classifications of employees.

Schedules of training programs are distributed regularly and appropriate personnel notified of special classes by the Office of Employee Development and Training.

Generally, it is a supervisory responsibility to see that staff members are enrolled in appropriate programs based on job requirements and developmental needs.

Supervisors should consult with the Office of Employee Development and Training staff to determine an appropriate plan of training for individual employees.

Employees may nominate themselves for programs, but must coordinate attendance with their supervisors.

External Training and Development Programs

Departmental needs and individual job responsibilities often present training needs that cannot be met on-the-job or by in-house programs. In such cases, individual employees may be selected by the department head to participate in training and development programs outside the Health Science Center.

Outside programs may include workshops, seminars, institutes, college or university courses (with or without credit), and other special programs either within or outside the state and from sources other than the Health Science Center. Such programs must be of a concentrated, precise content and must be designed to improve the individual's professional or technical knowledge in the performance of his/her present or prospective duties.
Departments are encouraged to consult with the Office of Employee Development and Training prior to enrolling employees in outside programs.

Payment for such training is a departmental responsibility.

Outside Education Initiated by Employee

Outside education initiated by an employee, particularly course work leading to a degree, should normally be pursued outside working hours since such education primarily benefits the individual employee. When there is a relationship between an employee’s course of study and position at the Health Science Center, the institution may also benefit from the employee’s education by virtue of increased job capabilities. In such cases, a department may allow an employee the privilege of attending a course during working hours. The following guidelines should be considered in allowing this privilege:

- The individual must be a full-time, non-probationary, regularly appointed employee.
- The course work taken during work hours may not exceed three (3) semester hours.
- In the judgment of the supervisor, the course of study must be sufficiently related to the individual's position to benefit the Health Science Center.
- The course must be one that is not routinely available outside working hours.
- Arrangements must be made for the proper disposition of the employee’s work.

When an employee’s course of study does not clearly relate to the job, a supervisor may allow time off if the other conditions are met and the employee makes arrangements to make up the time spent in the course.
To request time off to attend a course, the employee must fill out a Request for Outside Education During Working Hours form, which can be obtained at the Office of Employee Development and Training, and present it to the immediate supervisor. The request must be signed by the departmental administrator or Chair/Director of the department and a copy sent to the Office of Employee Development and Training before the employee registers for the course.