TRAINING OPPORTUNITIES AND EXPECTATIONS

Scope: Residential Life

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I. Purpose

Training opportunities enhance job performance but at some cost. This policy outlines the department’s philosophy regarding training.

OPPORTUNITIES

As one of its strategic goals, Residential Life strives to “offer quality services that efficiently meet the needs of the University community.” Toward that end, training opportunities are provided to staff to enhance and develop job skills that will promote the effective performance of their jobs. These may include short courses, seminars, workshops, conferences, or credit classes. They may be held on-campus, locally off-campus, or out of town. Staff is encouraged to seek appropriate training. The department is committed to providing adequate funding to provide staff training opportunities.

EXPECTATIONS

Since the department is funded by self-generated revenue, an equal commitment is expected from staff members who participate in training funded by the department. Normally, a person must be employed by Residential Life for a minimum of six months before attending any training for which the department will pay a fee. The Director may make an exception when it is deemed that the employee’s participation would be especially beneficial to the department.

It is expected that the employee will remain on staff with Residential Life for a period of one year after the training event is attended. If the employee, for any reason, leaves employment in the department within one year of attendance, the employee will reimburse to the department the cost of attending and participating in the training event. The Executive Director, based on the supervisors recommendation, is the final appeal authority for the obligation.
It is the employee’s responsibility to become familiar with and adhere to University and Departmental guidelines related to documentation, payment, and reimbursement for registration fees, transportation, lodging, meals, and any other expenses involved. This information is available from the Business Manager.

A more comprehensive policy regarding eligibility, application, and funding requirements for regular credit classes has been established by the university. It is the responsibility of an employee who wishes to take credit classes to become familiar and abide by that policy. Copies are available from the Administrative Specialist I in Residential Life or from the University’s Office of Human Resources Management.