

Education and Training of Personnel

I. REFERENCES

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PPM 3-2, Employee Definitions

PPM 3-32a, Fair Labor Standards Act (FLSA)

II. DEFINITIONS

- A. "Employee" - executive employees, faculty, adjunct faculty, exempt staff, administrative non-exempt staff, and non-exempt staff, as defined by PPM 3-2. This does not include hourly and student workers.
- B. "New Employee" – an employee who has not continuously worked for the University during the past 2 years.

III. POLICY

University employees must become educated on specific topics through training as a condition of employment and access to University systems in order to assist employees to comply with federal or state law and University policy and to become fully contributing members of the University. Required training must be completed or refreshed as outlined on an approved schedule.

A. Institutional Responsibilities.

The University has the responsibility to determine what training will be required of employees. Specific topics for mandatory training required by employees will be approved by President's Council at least once every three years. Interested groups or persons may make recommendations for types of training to be considered for President's Council approval. President's Council may determine that different groups of employees must have different types of training. President's Council will determine appropriate time frames for employees to become trained, including approving a schedule for employees to become refreshed on specific topics. Supervisors may require employees to complete other training based on employee job duties or needs. Management of this policy will be the responsibility of the Human Resources Department. Information regarding training requirements and completion will be made available to all employees and supervisors. Training will be provided in a manner that is reasonable and as convenient as practicable.

B. Employee Responsibilities.

All new employees must become educated on the specific topics approved by President's Council through training within time frames designated by President's Council. Employees who transfer between departments, assume a new role, or take on additional or different responsibilities which necessitate additional training must become educated on specific topics relative to their new position as approved by President's Council through training within time frames designated by President's Council. Employee education on specific topics must be refreshed on a regular basis as outlined on an approved schedule. Employees must attend all other job specific mandatory training as otherwise required by the University and/or their supervisor.

C. Supervisor Responsibilities.

Supervisors, including, but not limited to division heads, directors, deans, department chairs, as well as others exercising supervisory authority as designated by the Human Resources Department, are responsible to ensure that employees who report to them attend mandatory training sessions on specific topics approved by President's Council. Supervisors must allow non-exempt employees to participate in such training and receive compensation for such participation, when required by the Fair Labor Standards Act or University policy. Supervisors have the responsibility to notify the employee and the Human Resources department when employee responsibilities change such that additional training on the topics approved by President's Council would be necessary. Supervisors have the responsibility for providing or facilitating appropriate training for hourly and student workers. Supervisors must attend supervisor training and Performance Review Enrichment Program (PREP) Training provided by the Human Resources Department, prepared in consultation with University Legal Counsel.