

Training

Management of training is an important avenue for developing and making full use of the organization's human potential, and for providing a safe and hospitable work environment. Specific health and safety training is required for many positions in Facilities Services to protect employees' safety on the job, and to comply with regulations. Training can improve productivity and performance, help people prepare for changing responsibilities and stay abreast of new technology, and support personal growth and job satisfaction.

Guidelines for administration of training

To make maximum use of the organization's training resources and to achieve consistency across the Facilities Services, the following guidelines are provided for the administration of training.

In general, the unit will pay for

- technical and skills training determined by the supervisor to be needed by the employee to perform assigned work functions
- required health and safety training
- special training scheduled for the unit by the supervisor or other Facilities Services staff

In general, the employee pays for

- Requested and approved training from a University-sponsored training organization such as Professional & Organizational Development, Computing & Communications, (list the rest & provide links) Note: See the [Release Time Policy for University Employees](#) regarding use of work time for these courses
- Continuing education courses taken by employees to renew certifications and licenses required to perform work in their professions

Required Training

Certain training requirements, including specific courses required by health and safety regulations, have been identified for each job class in Facilities Services. Based on the duties specific to each employee's job, requirements are identified in an individualized training plan for each employee.

Facilities Services Organization Relations provides to supervisors a basic training plan for each employee. It is the responsibility of the supervisor to review the training plan, and to add any additional required training identified by the supervisor. It is the supervisor's responsibility to ensure that all required training is identified on the training plan. The training plan should then be reviewed with the employee. The supervisor should periodically review the employee's training

record to ensure that required training is completed and that requirements are kept up to date.

It is the responsibility of the employee to report as instructed for scheduled training sessions and attend all assigned training functions and the unit's regularly scheduled safety meetings.

FS/OR
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