

EO 52 Participation in University Sponsored Training and Development Programs

1. Purpose of Programs and Participant Eligibility

As a major employer, the University offers a range of staff training and development programs to assist employees in learning new job skills, improving job performance, and increasing promotional opportunities. Staff training and development classes are available to all regular full-time or part-time employees.

Training programs are offered by the following units: Training and Development Office, Hospitals Training and Employee Development Office, John Locke Computer Center, Academic Computing Services, Environmental Health and Safety, and Information Systems. Other University departments may periodically offer other specialized classes. Questions regarding the applicability of the release time policy may be referred to the appropriate training and/or personnel office.

The University also offers full-time professional and classified staff employees the opportunity to participate in a tuition exemption program whereby regular University classes may be taken for credit. Release time for participation in the tuition exemption program is at the discretion of the department head.

2. Application Procedures

Applications for staff training and development programs are available from the sponsoring training office and the area personnel offices. When an employee desires to register for a staff training course which is held during the employee's regularly scheduled working hours, the application must be reviewed and signed by the supervisor to indicate that release time has been approved. In reviewing employee training requests, supervisors should consider factors including employee development interests and needs as well as unit staffing requirements. The employee must then submit the completed application to the appropriate training office.

In the event staffing needs require denial to an employee's request to attend classes, or unanticipated departmental staffing needs preclude employees from attending classes

as previously approved, the employee should be permitted to attend the course the next quarter it is offered.

3. Definition and Use of Release Time

Release time is defined as that time during which an employee is released from normal work duties and compensated at the regular rate of pay to attend staff training and development programs designed to assist in developing and/or improving job skills. Employees accepted for one of these programs will be provided release time necessary to participate in the training program up to a maximum of 24 hours per quarter plus the travel time to and from class. Regular part-time employees are eligible to participate in staff training and development classes with release time prorated according to their work schedules (e.g., an employee working a 50% schedule is eligible for a maximum of 12 hours release time per quarter). Employees who are not scheduled to work during the time a course is offered may participate in the course; however, no compensatory time off or additional compensation will be allowed. Management-directed training is not included in this limitation on release time.

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