



Policy

Title:	Employee Training and Professional Development
Effective Date:	Reviewed December 1, 2019
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	9/8/16
Related Documents: Performance Management Policy; Tuition Assistance Policy; Hours of Work and Overtime Policy;	

I. PURPOSE

Salus University recognizes the contribution employees make to its success. It also recognizes that to maintain a committed and competent workforce, it needs to ensure that there is adequate training and development provided for all employees.

II. DEFINITIONS

Professional Development - may include but are not limited to: programs, activities, and/or opportunities for on-the-job training, cross-training, coaching, internships, attendance at courses, seminars, conferences, institutes, lectures, meetings, workshops, and participation in professional and technical associations.

III. POLICY

It is the Policy of the University to provide assistance and support to staff employees to increase the effectiveness of their performance in their present University positions, as well as to encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement within the University.

All faculty and staff are required to participate and complete the required annual trainings related to their position within the University.

IV. PROCEDURE

Responsibilities:

Employees

- Have the primary responsibility for their own professional development.
- Make professional development interests known to their supervisors.

- Initiate requests to participate in programs relevant to the development goals identified jointly with their supervisors.
- Attend and participate in development activities as approved or required by their supervisors/department heads.

Department Management/Supervisor/Dean

- In consultation with Human Resources as appropriate, assess employee professional development needs.
- Approve/deny development requests of employees in consultation with supervisors.
- Consider employee development in budgetary planning.
- Ensure performance appraisals of employees include a discussion of educational and development objectives as appropriate.

Human Resources

- Assess campus-wide development needs and based on availability of resources, sponsor appropriate development programs.
- Monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs.
- Maintain University training records and files.

Eligibility:

An employee is eligible for the benefits provided by this policy for position or job related programs and activities if the employee has completed their probationary period, if required, and their job performance is rated as satisfactory or better.

General Provisions

Required Employee Training

Employees may be required by the University to participate in certain educational or training programs for the following reasons:

1. To meet the requirements of applicable law or regulations.
2. To maintain or improve the skills and knowledge required of their position.
3. To meet the requirements of any licensure or certification specified for their position.

At a minimum:

All University employees must participate in the University-sponsored annual training program.

New employees are required to attend New Employee Orientation as well as complete the New Employee training within the first 30 days of hire.

In addition, the University may sponsor additional training, from time-to-time.

The University will assume the costs of any required training for employees. Time spent in class is considered working hours when Salus funds the development programs.

External Development Opportunities

External Programs are development authorized by individual departments for selected employees, which are funded from department accounts, and/or where the employee may be provided time away from work to attend/participate. The development program must provide job-related knowledge, behaviors, or skills for current or prospective job duties. External programs may consist of workshops, seminars, institutes, conferences, training sessions, and other special programs or activities and include continuing education for licenses or certifications that are a required qualification of the position.

Funds may be expended from departmental accounts for employees to participate in development programs upon supervisor and departmental approval.

If the professional development program or activity is related to the employee's existing position or one to which the employee is to be promoted, and/or the University requires the employee to attend because of departmental needs, the benefits afforded include:

- Out of city travel expenses paid in accordance with University Travel Policy, if applicable;
- All time in the course is considered time worked and subject to the provisions of Salus Personnel Policies for Non-Exempt Employees (Hours of Work & Overtime);
- An alternate work schedule may be developed subject to implementation provisions of Salus Personnel Policies for Non-Exempt Employees (Hours of Work).

Educational opportunities for faculty (e.g. advanced degrees) are handled by the Office of the Provost in conjunction with a faculty member's Dean/Director.

Criteria for Determining Departmental Support: (for non-required development opportunities) The department head, in consultation with the supervisor shall determine whether, and the degree to which, an employee's participation in a professional development activity shall be supported by the department. In making this determination, the department head shall consider: the employee's need for development as may be reflected in the employee's performance review; the employee's career goals; needs and resources of the department; advantages one type of development activity has over the other types available; professional development needs of other department employees; and the effect of the determination on workload and other employees. When participation in a professional development activity requires attendance during the employee's normal work schedule, prior approval by the department head is required.

Time Worked: The department head may approve an employee's attendance at position-related or career-related programs as time worked. When a department head requires an employee to attend a position-related activity, the time spent in attendance shall be counted as time worked. However, when an individual is hired with the understanding that specific additional training is to be obtained or completed,

that individual may be required to participate in such training on off-duty time. An employee's participation in educational enrichment programs shall not be counted as time worked.

Time spent by an employee on the employee's own initiative to take any development program is not counted as "time worked" even if the program is position-related.

The Human Resources Department offers required courses and programs designed to meet the diverse knowledge and skill or competency needs of Salus employees during work time. As a general policy, such courses and programs are considered as actual hours of work.