

Training and Education

HR-08-100

About This Policy

Last Updated:

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Responsible University Administrator:

Vice President for Human Resources

Policy Contact:

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Scope

This policy applies to all Staff and Temporary employees.

Policy Statement

1. The employee and management should make a joint effort to identify whether the employee's current job responsibilities require training and development. They should also reasonably anticipate available positions for which the employee qualifies or could become qualified, and identify training and development needs for these positions.
2. Both the supervisor and employee should demonstrate a commitment to continuous skill development through employee development resources available from the university and other sources.
3. Employees are encouraged to cultivate their job security by taking advantage of training through the campus Human Resources office, campus computing and information technology services, university classes, departmental training programs and job rotation programs.

Procedure

1. Before employees register for a training program or class, attendance at the program or class is to be approved by the immediate supervisor.
2. Time away from the job to attend approved job-related training programs does not have to be charged to accrued time.
3. University class attendance requested by supervisor
 - a. Supervisors may request employees to enroll in certain university classes to acquire needed job-related training. In this event, an employee does not have to make up the time nor cover the time with accrued paid time off.
 - b. If such class attendance causes a Support and Service Staff employee--or a Professional Staff employee who is eligible for overtime--to go into overtime, the employee will be compensated according to the Overtime policy for his/her functional group.
4. Voluntary university class attendance
 - a. Employees who wish to enroll voluntarily in university classes can usually do so by enrolling in sessions held outside the workday or, by obtaining advance approval from the supervisor to attend classes held during work hours.
 - b. Support and Service staff--or Professional Staff who are eligible for overtime--who take time away from the job to attend classes scheduled during work hours must be covered by one of the means listed below. These arrangements should be clearly understood by both the supervisor and employee prior to enrollment.

- i. Charge the time missed from work to previously earned compensatory time, vacation time, PTO, or income protection time.
- ii. Make up the hours missed on an hour-for-hour basis within the same workweek, as scheduled by the supervisor. Hours made up in addition to a 40-hour workweek are subject to overtime compensation.
- iii. Submit time absent to Payroll as absent without pay and without benefits.

5. Career Development Committee for Bloomington Service Maintenance Staff

- a. Indiana University and AFSCME, Local 832 recognize the importance of education and career development in meeting the present and future needs of the University for a highly educated and adaptable workforce and of employees for fulfilling and securing employment. The University and the Union further agree that the principles of career ladders for employees and promotion from within assist in providing the University with a highly motivated workforce. The University agrees to establish a Career Development Committee composed of four representatives of the Administration and four representatives of the Union to discuss the career development, upward mobility and training needs of SM staff. The University Human Resources department will ensure the committee is appointed. The Chairperson of the committee shall rotate annually between an AFSCME appointee and an Administration appointee. The Human Resources department will provide clerical support for the committee as needed.
 - i. The Career Development Committee shall focus its efforts toward:
 - Providing comprehensive career planning to SM employees.
 - Providing integrated education and training to SM employees.
 - Restructuring jobs, where necessary, to narrow the gap between "dead-end" jobs and higher paying jobs.
 - Suggesting new and revised Personnel Policies concerning the career development of SM employees.

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

Related Information

Most Training and Development programs offered by the campus Human Resources office are free of charge. Computer training workshops offered by UITS (University Information Technology Services) are free or for a nominal fee. With supervisory and departmental approval, registration fees may be charged to a departmental account.

University class fees may be covered by the IU Tuition Benefit.