

### **300.2 Education and Training**

Adoption and implementation of the following guideline will assist the Facilities Management Department in meeting its mission of anticipating and providing the physical environment for the campus.

This guideline covers education, training, and professional/trade memberships, meetings, seminars, and conferences that serve the direct needs of the Department and its employees.

#### **Guidelines**

All work units will establish a process, which will cover the area of education and training. Each process must function within the following:

1. On a yearly basis during the employees performance planning period a training plan should be completed for each individual job position within the work unit. Primary responsibility for implementation and management of this training plan task rests with the work unit's supervisor and each worker. Departmental assistance will be available for support. This is to be done in a participatory manner, focused on identifying and prioritizing needs, separated into two groups:
  - a. Required
    1. To introduce new employees to the job.
    2. To prepare present employees for new technology.
    3. To emphasize safe work habits.
    4. To improve/maintain performance levels of existing activities and tasks.
    5. To make sure key jobs are well covered.
    6. To make sure backups are available for all jobs.
  - b. Desired
    1. To improve/expand the employee's personal knowledge. It must be recognized that the Department has no responsibility to provide for career advancement. This is the individual's responsibility.
2. The work unit will evaluate and select those priorities it is willing to support which meet its needs and expectations for education and training during the current performance management period. This will be done in a participatory and consensual manner, using a team approach where appropriate, focused on the work unit's activities and tasks.
  - a. The work unit funds selected required priorities.
    1. Funding will be strictly limited to the budget allocation made to the work unit.

2. Funding will cover the cost of instruction, dues, fees, books, and any related travel expenses.
- b. Additional options for selected priorities are:
  1. Use of the Study Privilege granted by the university. Use of this option requires compliance with established university policy and procedure.
  2. Other programs developed and implemented by the department, university, and/or the state.
3. The work unit will prepare its education and training request for the upcoming fiscal year presenting all selected priorities, prior to the annual budget request process. Allocations will be based on the annual business plan and departmental objectives. Work units may need to make revisions where appropriate before plans become final. It is important to remember that the department needs to invest its limited funds in a manner, which best supports, its mission. To facilitate the allocation process each work unit's request must include:
  - a. Selected priorities listed in order of importance and how they contribute to the improvement of the work unit's processes.
  - b. Itemized budget request to cover all costs of selected required priorities.
4. Each work units' process should facilitate and include:
  - a. Assurance that all knowledge and skill requirements are met, and that adequate backup and cross-coverage exists.
  - b. Balance work and training schedules.
  - c. Continue to improve the quality of products and services that Facilities Management provides to meet the needs and expectations of their customers.
  - d. All employees regardless of classification will be treated fairly within the constraints of the work unit's needs and budget.
  - e. All processes must include periodic reviews throughout the performance management period to evaluate the status of the plan, determine whether changes are needed, and to implement changes.
  - f. The sharing of newly acquired knowledge, which would benefit the work unit, is the primary responsibility of each individual. For those who completed a required priority, this becomes an obligation. The process must include a way to support and facilitate this task.

### **Yearly Plan for Training**

Because employees are expected to complete their regular job responsibilities, supervisors and employees should work together to identify reasonable accommodations that allow the employee to participate fully in training, without negatively impacting service. It is suggested that the employee and supervisor agree to a tentative yearly plan for training during the performance evaluation cycle; such a plan helps in planning release time.

### **Release Time for Training**

In order to improve continuously the university and its services, employees have a responsibility to participate in continuous learning. The university provides release time from regular duties for employees to participate in training that will enhance skills and abilities on the job, provide professional growth and development, and expand knowledge. An employee must receive approval from his or her supervisor before using release time for training. In granting release time for training, the supervisor considers department needs and the employee's request.

Employees should not be required to make up work time missed in participating in supervisor-approved training. If an employee chooses to participate in training or educational activities on his or her own time, the time spent is not considered as time worked and will not be considered for overtime or compensatory time.

### **Fees for Classes**

Fees for classes are not automatically reimbursed; departments are encouraged to fund those training opportunities that will enhance the employee's contributions to the university.

### **Travel Time**

Time spent in ordinary travel from home to work and back in the course of one day is not hours worked. This applies regardless of whether the employee works at a fixed location or at different job sites provided that employees are not required to work before leaving for the first job site or after the last job site. When an employee is given a special one-day assignment in another city, travel time is compensable working time (Information from Fair Labor Standards ACT (FLSA)).